

# FY16

## Grant Managers Guidance



**CATPA**  
Colorado Auto Theft  
Prevention Authority  
Department of Public Safety

Colorado Auto Theft Prevention Authority  
12/18/2014



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## Chapter 1. Introduction

### ***Mission Statement***

*To deter and reduce vehicle theft and insurance fraud through a statewide cooperative effort of generating funds to support law enforcement, prosecution and public awareness through a partnership between industry and state government.*

Under §42-5-112 C.R.S., the Colorado General Assembly gave CATPA the authority to award grants to multi-agency auto theft prevention, enforcement, investigative and prosecution programs for the purpose of reducing motor vehicle theft in Colorado. CATPA was developed to solicit monies and award grant funds to qualified applicants for the general purpose of improving and supporting motor vehicle theft prevention programs, and for the enforcement and prosecution of motor vehicle theft crimes. CATPA awards approximately \$4 million each year, contingent upon insurance assessment collections.

CATPA was created under the supervision of the Colorado Department of Public Safety, but the programs and funds are administered by the CATPA Board. The CATPA Office manages the grant programs and facilitates meetings and administrative processes for the CATPA Board. The CATPA Office is assigned to the Colorado State Patrol, under the Colorado Department of Public Safety.

The CATPA Board is composed of a eleven-member executive board and statutorily seats one (1) representative from the Colorado Department of Public Safety, one (1) from the Colorado Department of Revenue, five (5) from the insurance industry in Colorado, two (2) from law enforcement in Colorado, one (1) representative of the statewide association of District Attorneys and one (1) representative of the public or consumer group. The Board's core responsibilities include:

1. Soliciting and reviewing applications for grants,
2. Approving grants ensuring the grants are awarded to law enforcement agencies or other qualified applicants in a variety of geographic areas of the state, subject to available moneys,
3. Appoint a director for the authority who may employ staff as necessary to operate and administer the authority, subject to available moneys, and
4. Report to the judiciary committees of the Senate and the House of Representatives on the implementation of the programs receiving grants.

Under statutory authority to combat vehicle theft in the State of Colorado, the CATPA Board will consider applications for grants for theft prevention, enforcement, prosecution, training, or offender rehabilitation. The Board shall select grants that represent multiple jurisdictions and serve a variety of geographical areas. Programs may include but are not limited to:

1. Multi-agency law enforcement and national insurance crime bureau task force programs using proactive investigative methods to reduce the incidents of motor vehicle theft and related crimes and to increase apprehension of motor vehicle thieves and persons who attempt to defraud insurance companies in order to:

- a. Direct proactive investigative and enforcement efforts toward the reduction of motor vehicle thefts,
  - b. Increase recoveries of stolen motor vehicles, including farm and construction equipment, and/or
  - c. Increase the arrests of perpetrators.
2. Programs that engage in crime prevention efforts, activities, and public awareness campaigns that are intended to reduce the public's victimization by motor vehicle theft, fraud, and related crimes.
3. Programs that provide or develop specialized training for motor vehicle theft investigations personnel, including but not limited to law enforcement personnel, county title and registration clerks, division of revenue title clerks, and port-of-entry officials, in order to enhance knowledge, skills, procedures, and systems to detect, prevent, and combat motor vehicle theft and fraud and related crimes.
4. Programs to provide for the support and maintenance of one or more dedicated prosecutors who have the specific mission and expertise to provide legal guidance and prosecutorial continuity to complex criminal cases arising from the activities of a multi-agency law enforcement program; and
5. Programs to prevent future criminal behavior by first time offenders who have been charged, convicted, or adjudicated for motor vehicle theft.

The Board will support and use established application procedures, requirements, guiding principles, evaluation criteria and procedures for reviewing, evaluating and awarding grants. All applications will be reviewed using the Colorado Grants Management System (COGMS) located at [Front Office](#). The Board will review applications pursuant to §42-5-112 (3) (a) C.R.S. and apply the [Guiding Principles](#). The Board will then assess each application and apply the [Criteria-Based Evaluation](#) methodologies to determine the best value for the use of CATPA funds.

This Grant Manager's Guidance manual is provided to all CATPA grant applicants upon request. CATPA facilitates training to interested applicants prior to the launching the application, review and award of the CATPA grant process.

CATPA Applications will be reviewed and considered, where applicants are expected to:

1. Comply with the dates and deadlines outlined in the [Grant Schedule](#),
2. Have an understanding on the CATPA Board's awarding considerations using the [Award Level Estimates](#), [Guiding Principles](#), and [Criteria-Based Evaluation Elements](#),
3. Submit the application using the [Colorado Grants Management System](#),
4. Use terminologies in the grant application consistent with CATPA [Definitions](#),
5. In the event of an award, conform with all applicable [Reporting Requirements](#),
6. Demonstrate the value of the requested funds upon the education, prevention, enforcement, training, and/or prosecution regarding auto theft and any foreseeable reduction to auto theft within the designated project area.

Additional information on the CATPA Board, the CATPA Office, insurance fee collections and resources may be found at the [CATPA Website](#).

## Chapter 2. FY16 Grant Cycle Schedule

The following FY16 CATPA Grant Schedule is been published to ensure timeliness and coordination for submission, review, award and posting of the FY16 CATPA Grant Process.

TOPIC	DATE
Enforcement Commitment Letters Due .....	December 12, 2014
FY16 Grant Announcement Meeting .....	December 18, 2014
Application Opening .....	January 19, 2015
Application Due.....	February 16, 2015
Board Interview & Review .....	March 18, 2015
Award Announcement .....	March 23, 2015
Application Revision Due .....	April 30, 2015
Posting of Grant Agreements.....	May 15, 2015
Signed Grant Agreements to CATPA.....	June 19, 2015
FY16 Grant Starts .....	July 01, 2015

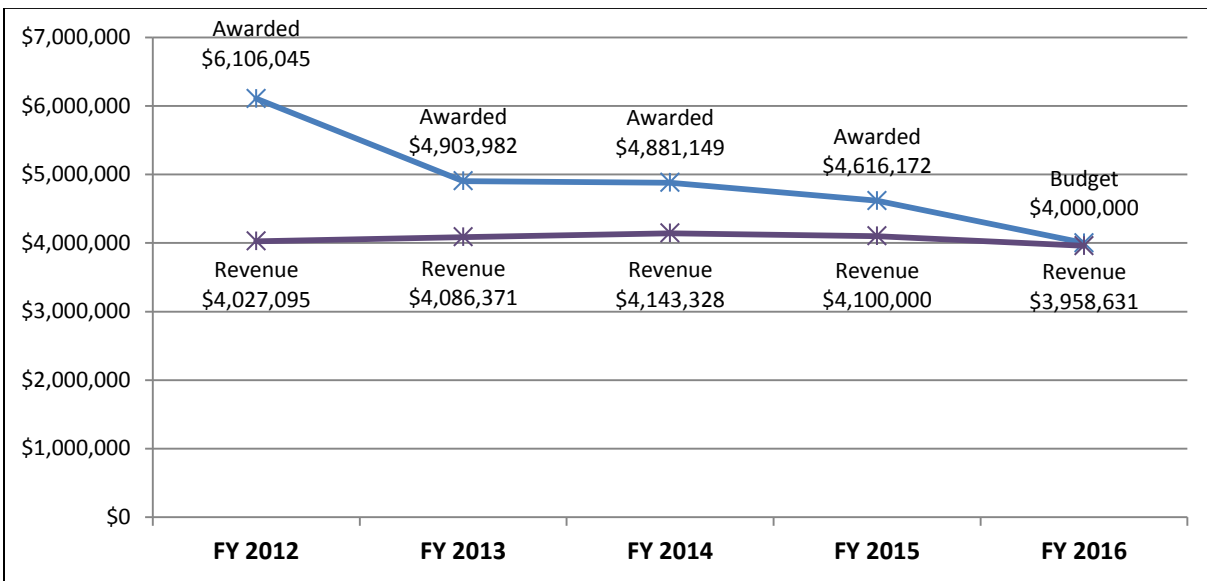




## Chapter 3. FY16 Award Level Estimate

### Anticipated FY16 Award Level

In FY16, the CATPA Board will face challenges in apportioning grant awards to existing and/or new applications. In previous years, the CATPA Fund had the luxury of providing “supplemental” finances of unspent revenues to be awarded to grantees. In simple terms, the past several years CATPA has fairly exhausted these supplemental funds, where FY16 awards will be restricted to the anticipated grant revenue of \$3.9 million. The following chart illustrates the levels of grant awards and the amount of grant revenue collected for the same year.





## Chapter 4. CATPA Board Guiding Principles

CATPA funds are intended to assist in improving and supporting auto theft programs for prevention, enforcement and prosecution (C.R.S. §42-5-112). The following guiding principles, in a non-priority listing, will be used by the CATPA Board to determine the best value of CATPA grant awards.

1. CATPA funds should have geographical distribution and representation for a statewide impact to reduce auto theft crime.
2. CATPA funds should have justifiable apportionment to the initiatives of prevention, education, enforcement, prosecution, first time offender rehabilitation and training.
3. CATPA funds should have relevance to successful programs that have demonstrated the ability to reduce auto theft based on previous experience of CATPA funding.
4. CATPA funds should be relevant to where auto theft crime is prevalent.
5. CATPA funds should have significance to per capita auto theft crime to protect the general public from harm.
6. CATPA funds should have a proportional distribution relationship to the origination of funding (insured policy fee) as compared with the Department of Motor Vehicles registrations for the previous year.
7. CATPA funds should have validation in the awarding processes using criteria-based evaluation methodologies.
8. CATPA funds should have priority to multiagency task forces and programs.

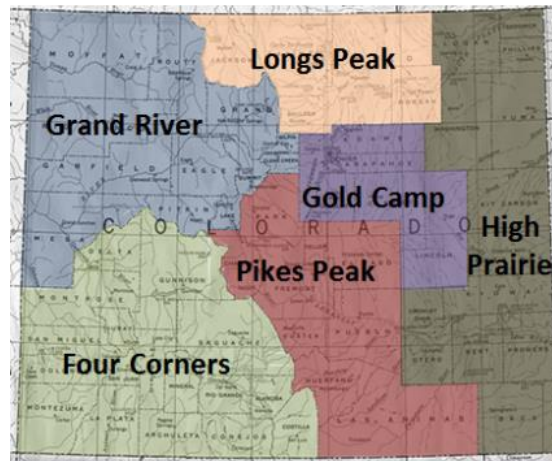
In FY16 CATPA intends to solicit, award and distribute funding in giving priority to two primary multiagency enforcement task force grant applications: 1) Task force applicant in the Gold Camp Area, and 2) Task force applicant statewide outside the Gold Camp Area. Conditionally, the two multiagency law enforcement task force applicants must ensure a centralized and unified command within and amongst both task forces. This priority shall not exclude the Board's ability to award grants to other applicants, consistent with §42-5-212 C.R.S.



## Chapter 5. FY16 CATPA Board Award Principles

### Principle 1: Geographical Distribution

As a preamble, the Board will consider guiding principles to review the applications. These guiding principles are to countermeasure, through prevention efforts, the incidence of auto theft based on geographical, crime origination and density rates represented within the State. As such, the Board will employ the use of weighting factors to guide decisions with increased objectivity. The Board has adopted the use of the illustrated map in determining project areas. These areas are inclusive of boundaries based upon counties and judicial districts.



County	Jud. Dist.	CATPA Area
Adams	17th	Gold Camp
Alamosa	12th	Four Corners
Arapahoe	18th	Gold Camp
Archuleta	6th	Four Corners
Baca	15th	High Prairie
Bent	16th	High Prairie
Boulder	20th	Longs Peak
Broomfield	17th	Gold Camp
Chaffee	11th	Pikes Peak
Cheyenne	15th	High Prairie
Clear Creek	5th	Grand River
Conejos	12th	Four Corners
Costilla	12th	Four Corners
Crowley	16th	High Prairie
Custer	11th	Pikes Peak
Delta	7th	Four Corners
Denver	2nd	Gold Camp
Dolores	22nd	Four Corners
Douglas	18th	Gold Camp
Eagle	5th	Grand River
El Paso	4th	Pikes Peak
Elbert	18th	Gold Camp
Fremont	11th	Pikes Peak
Garfield	9th	Grand River
Gilpin	1st	Gold Camp
Grand	14th	Grand River

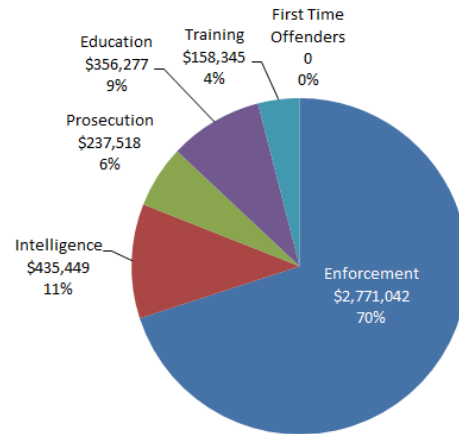
County	Jud. Dist.	CATPA Area
Gunnison	7th	Four Corners
Hinsdale	7th	Four Corners
Huerfano	3rd	Pikes Peak
Jackson	8th	Longs Peak
Jefferson	1st	Gold Camp
Kiowa	15th	High Prairie
Kit Carson	13th	High Prairie
La Plata	6th	Four Corners
Lake	5th	Grand River
Larimer	8th	Longs Peak
Las Animas	3rd	Pikes Peak
Lincoln	18th	Gold Camp
Logan	13th	High Prairie
Mesa	21st	Grand River
Mineral	12th	Four Corners
Moffat	14th	Grand River
Montezuma	22nd	Four Corners
Montrose	7th	Four Corners
Morgan	13th	High Prairie
Otero	16th	High Prairie
Ouray	7th	Four Corners
Park	11th	Pikes Peak
Phillips	13th	High Prairie
Pitkin	9th	Grand River
Prowers	15th	High Prairie
Pueblo	10th	Pikes Peak

County	Jud. Dist.	CATPA Area
Rio Blanco	9th	Grand River
Rio Grande	12th	Four Corners
Routt	14th	Grand River
Saguache	12th	Four Corners
San Juan	6th	Four Corners
San Miguel	7th	Four Corners
Sedgwick	13th	High Prairie
Summit	5th	Grand River
Teller	4th	Pikes Peak
Washington	13th	High Prairie
Weld	19th	Longs Peak
Yuma	13th	High Prairie

## Principle 2: Initiative Apportionment

The Board will use guiding principles of decision-making towards allocating the funds towards each of the CATPA initiatives. The Board recognizes the total revenues for awarding in FY16 are in the vicinity of \$3.9 million and should be apportioned for each of the auto theft reduction initiatives, including prevention, enforcement, prosecution, and first-time offender probation programs. Using the past practices, the Board has funded initiatives as displayed in the pie chart below. However, these past practices may not represent future apportionments.

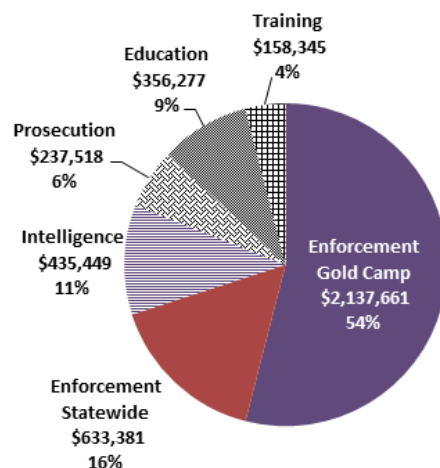
Initiative	Percent	Total
Enforcement	70%	\$ 2,771,042
Intelligence	11%	\$ 435,449
Prosecution	6%	\$ 237,518
Education	9%	\$ 356,277
Training	4%	\$ 158,345
First Time Offenders	0%	\$ -
Total	100%	\$ 3,958,631



## Principle 3: Past History from FY15 Percentile Funding

Using the past history of the CATPA Board's consideration of funding, the percentiles of funding the initiatives and the CATPA areas are illustrated below for guidance to the Board in FY16.

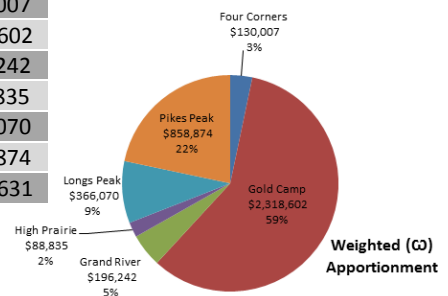
Initiative	FY15 Award	FY15 %	FY16 % Prospectus	FY16 Reduction	FY16 %Δ
Enforcement Gold Camp	\$ 2,467,000	54%	\$ 2,137,661	\$ (329,339)	-13%
Enforcement Statewide	\$ 731,491	16%	\$ 633,381	\$ (98,110)	-13%
Intelligence	\$ 514,000	11%	\$ 435,449	\$ (78,551)	-15%
Prosecution	\$ 276,666	6%	\$ 237,518	\$ (39,148)	-14%
Education	\$ 430,015	9%	\$ 356,277	\$ (73,738)	-17%
Training	\$ 197,000	4%	\$ 158,345	\$ (38,655)	-20%
Total	\$ 4,616,172	100%	\$ 3,958,631	\$ (657,541)	-14%



## Principle 4: Weighting Factors

Using the geographical map, the areas were assigned with a net weighting factor. The net weighting factor contains the values for the 2013 year based upon the land acreage, population density and auto theft experience. Each of the weighting elements was assigned a percentage of influence, where the land acreage is 5%, population density is 25% and auto theft experience is 70%. Using these weighting elements, each of the CATPA areas derived a total weighted factor: 1) Square miles of land area (5% weighting), 2) Density or population base (25% weighting), and 3) Auto theft experience (70% weighting). Appendix C includes the calculations of each of the areas, using the weighting factors. Appendix D and E include a complete list of all cities and counties with relation to the land area, population and number of auto thefts. Summarily, the pie chart illustrates the equalized apportionment of net weighting factors that will guide the Board.

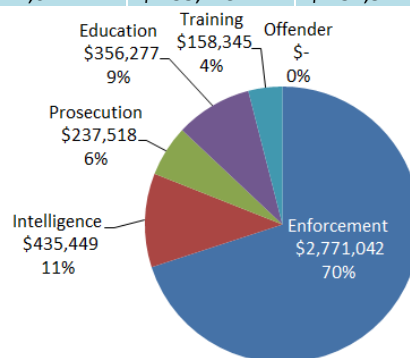
CATPA Area	Land	Population	Theft	Total	Apportionment
Four Corners	1.2%	1.2%	0.9%	3.3%	\$ 130,007
Gold Camp	0.4%	12.7%	45.5%	58.6%	\$ 2,318,602
Grand River	1.1%	1.8%	2.1%	5.0%	\$ 196,242
High Prairie	1.1%	0.6%	0.5%	2.2%	\$ 88,835
Longs Peak	0.4%	4.2%	4.6%	9.2%	\$ 366,070
Pikes Peak	0.8%	4.5%	16.4%	21.7%	\$ 858,874
Total	5.0%	25.0%	70.0%	100.0%	\$ 3,958,631



## Principle 5: Initiative and Weighting Factors

Using the weighting factors of land acreage, population base, and theft incidence in combination with funding the various initiatives, the following values were determined. Summarily, the pie chart illustrates the weighted apportionment of each CATPA area per initiative to guide the Board.

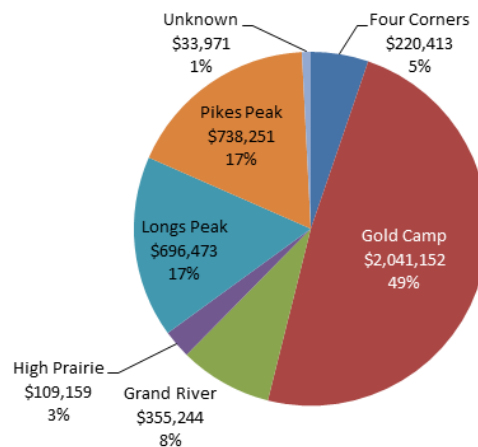
CATPA Area	CJ Portion	Enforcement	Intelligence	Prosecution	Education	Training	Offender
Four Corners	\$ 130,007	\$ 91,004	\$ 14,300	\$ 7,800	\$ 11,700	\$ 5,200	\$ -
Gold Camp	\$2,318,602	\$1,623,021	\$ 255,046	\$ 139,116	\$208,674	\$ 92,744	\$ -
Grand River	\$ 196,242	\$ 137,369	\$ 21,586	\$ 11,774	\$ 17,661	\$ 7,849	\$ -
High Prairie	\$ 88,835	\$ 62,184	\$ 9,771	\$ 5,330	\$ 7,995	\$ 3,553	\$ -
Longs Peak	\$ 366,070	\$ 256,249	\$ 40,267	\$ 21,964	\$ 32,946	\$ 14,642	\$ -
Pikes Peak	\$ 858,874	\$ 601,211	\$ 94,476	\$ 51,532	\$ 77,298	\$ 34,354	\$ -
Total	\$3,958,631	\$2,771,041	\$ 435,449	\$ 237,517	\$356,276	\$158,345	\$ -



## Principle 6: DMV Registered Vehicles

CATPA collects a \$1 fee from insurance companies on passenger vehicles and pickup trucks insured. Using the Department of Motor Vehicles registrations for 2013, there were a total of 5,245,403 vehicles registered in Colorado. Of these registrations, there were a total of 4,194,663 vehicles which would be eligible for the \$1 CATPA fee (trailers, fleet, special vehicles are exempted). Using the weighting factors of land acreage, population base, and theft incidence in combination with funding the various initiatives, the following values were determined. Summarily, the pie chart illustrates the weighted apportionment of each CATPA area per initiative to guide the Board.

CATPA Area	13 DMV	Enforcement	Intelligence	Prosecution	Education	Training	Offender
Four Corners	\$220,413	\$154,289	\$24,245	\$13,225	\$19,837	\$9,698	\$ -
Gold Camp	\$2,041,152	\$1,428,806	\$224,527	\$122,469	\$183,704	\$89,811	\$ -
Grand River	\$355,244	\$248,671	\$39,077	\$21,315	\$31,972	\$15,631	\$ -
High Prairie	\$109,159	\$76,411	\$12,007	\$6,550	\$9,824	\$4,803	\$ -
Longs Peak	\$696,473	\$487,531	\$76,612	\$41,788	\$62,683	\$30,645	\$ -
Pikes Peak	\$738,251	\$516,776	\$81,208	\$44,295	\$66,443	\$32,483	\$ -
Unknown	\$33,971	\$23,780	\$3,737	\$2,038	\$3,057	\$1,495	\$ -
Total	\$4,194,663	\$2,936,264	\$461,413	\$251,680	\$377,520	\$184,565	\$ -



*The aforementioned concepts and principles will be used to assist the Board in decision-making, however, please keep in mind they are only guidelines and are not “engraved in stone.”*



## Principle 7: Criteria Based Evaluation


Once the grant applications are received, the Board will evaluate the applications for best overall value based on an integrated assessment composed of evaluation factors and sub-factors.

**Technical Capacity** (Factor 1) is the most important factor accounting for 70% of the total score, followed by **Management Capacity** (Factor 2) and **Past Performance** (Factor 3), which are equal in importance and result in 30% of the total score for each, and **Cost/Price**, which will not receive a score. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price; however, cost/price will contribute substantially to the selection decision. The evaluated price will not be rated or scored, but will be a consideration for realism and reasonableness in the final source selection decision.

Factor 1, Technical Capacity, is the most important factor in determining the best value. Factor 2, Management Capacity, and Factor 3, Past Performance, are second in importance and equal in value. All non-price evaluation factors (Factors 1, 2 and 3), when combined are significantly more important than cost or price; however, cost/price will contribute substantially to the selection decision. There are 100 total points possible.

Once an applicant has completed the COGMS process for submission of a CATPA grant proposal, the CATPA staff will review the application. Using the Evaluation Summary form, (see [Appendix E](#)), the CATPA staff will identify the type of award/impact, initiative(s) and note that key elements of the application have been addressed in the application.

The CATPA Board will then convene and evaluate all applications. This evaluation will result in a weighting of each of the evaluation factors, and a review of the cost/price. This evaluation process will be used to assist the Board in making funding decisions.

 <span style="float: right;">Colorado Auto Theft Prevention Authority</span>									
Evaluation Summary									
Grantee: _____					Project Year: _____				
Type of Award/Impact <input type="checkbox"/> Contingent Impact (recurring costs) <input type="checkbox"/> Non-Contingent Impact (no recurring costs) <input type="checkbox"/> Contributory									
Initiative: <input type="checkbox"/> Prevention <input type="checkbox"/> Enforcement <input type="checkbox"/> Prosecution <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Training									
Comprehensive Strategy	Objectives	Timeline	Budget	Alternate Funding	Key Personnel	Evaluation	Collaborators	Previous Awards	
Comments: _____									
Initiative: <input type="checkbox"/> Prevention <input type="checkbox"/> Enforcement <input type="checkbox"/> Prosecution <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Training									
Comprehensive Strategy	Objectives	Timeline	Budget	Alternate Funding	Key Personnel	Evaluation	Collaborators	Previous Awards	
Comments: _____									
CATPA Board Evaluation									
Evaluation Factors	Poor	Marginal	Neutral	Good	Excellent				
Factor 1: Technical Capacity	0-19	20-39	15	40-59	60-70				
Factor 2: Management Capacity	0-6	7-14		22-31	32-30				
Factor 3: Past Performance	0-6	7-14		15-21	22-30				
Cost/Price Remarks: _____									
Funding Recommendation: _____									



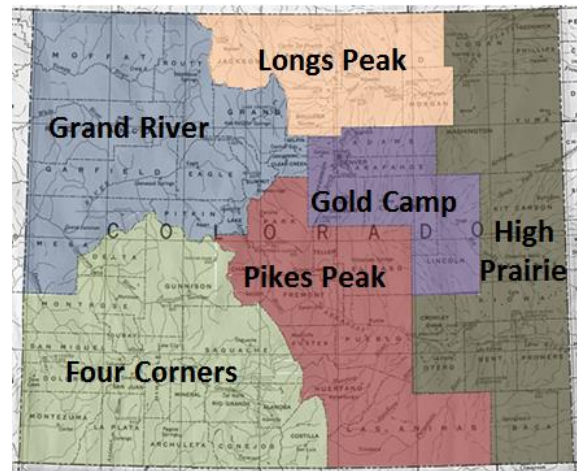
## Chapter 6. Evaluation Elements

### Technical Capacity (Factor 1) Key Elements

The proposed technical capacities will be evaluated using the COGMS responses. Within the COGMS, the applicant will provide a narrative (Project Summary) of the proposal and then identify the goals and objectives. The narrative and budget line-item portions will evaluate the preamble elements for consideration: the project area description, capacity of multiagency initiative, key personnel, type of grant request, impact of reduction/denial of proposal, and timeline. The second portion of the technical capacity will be an evaluation of the applicant's selected goal statements, and development of relative performance objectives.

1. **Project Area Description.** The Auto Theft Intelligence Coordination Center provides CATPA with statistical and analytical summaries of auto theft within each of the CATPA Areas. This statistical summary should be used to generate the number of auto theft crimes, square miles of coverage and service population. We would highly recommend applicants use the information in [Appendix B](#), [Appendix C](#) and [Appendix D](#) in describing the project area.

*Example: This application will address auto theft reduction efforts in the Longs Peak Area.*



2. **Multiagency Cooperative Initiative.** CATPA is tasked to support multiagency cooperative initiatives. A portion of the technical factor evaluation will be given to the type(s) of agreements that are valid and existing at the time of the application. The applicant must identify the type of cooperative agreement(s) which are currently or tentatively engaged in the application (i.e., letters of commitments, memorandums of understanding, intergovernmental agreements, etc.). Identify the specific partnerships engaged in a multiagency cooperative initiative and reference to engaged multiagency cooperative agreements, and/or control boards.

*Example: Partnerships for this project are Weld County S.O., Fort Collins PD, Colorado State Patrol, Boulder County S.O., and Broomfield PD. Each of these partners has signed into a multiagency agreement.*

3. **Selection of the Initiative(s).** CATPA has six (6) specific initiatives identified for funding in COGMS to combat auto theft. These funding initiatives are: Enforcement, Prevention - Public Education, Prevention - Public Information, Training, Prosecution, and Intelligence. Each of these initiatives is weighted for funding, in combination with the description of the project area. An applicant is not limited to selection of one initiative, but encouraged to select all initiatives that meet the applicant's abilities, skills and knowledge. These initiatives are selected using the COGMS application process and are not to be reiterated in the narrative form of the application. The initiatives are:
  - a. Enforcement
  - b. Prevention – Public Education
  - c. Prevention – Public Information

- d. Training
- e. Prosecution
- f. Intelligence

*Note: In FY16 CATPA intends to solicit, award and distribute funding; giving priority to two primary multiagency enforcement task force grant applications: 1) Task force applicant in the Gold Camp Area, and 2) Task force applicant statewide outside the Gold Camp Area. Conditionally, the two multiagency law enforcement task force applicants must ensure a centralized and unified command within and amongst both task forces. This priority shall not exclude the Board's ability to award grants to other applicants, consistent with §42-5-212 C.R.S.*

Using the proposed budget and goal initiatives identified in COGMS, provide a percentage of total funding request allotted to each of the initiatives.

*Example: This proposal estimates the entire funding request to be apportioned as follows: 60% to enforcement, 15% to prosecution, 10% to prevention - public information, 10% to intelligence and 5% to training.*

4. **Goal Statement(s) Selection.** The CATPA Board has established goals for each of the initiatives, whereby applicants must select a minimum of one goal per selected initiative. However, consideration will be given to applicants that have a larger impact on the initiative by selection of more than one goal per initiative. These goal statements are selected using the COGMS application process. Each of these goal statements should be supported with objectives towards the overall initiative to prevent auto theft. The goals for each of the initiatives are:

**a. Prosecution Goal Statements**

- To provide quality case management and/or support of major case investigations involving auto theft crimes, originating from CATPA task forces.
- To provide effective major case investigation prosecutions (e.g., COCCA) involving auto theft crimes originating from CATPA task force investigations.
- To provide quality case management support and/or prosecution for major case investigations involving auto theft crimes.

**b. Prevention & Public Education Goal Statements**

- To create an educational campaign to reduce observable risk behaviors that leads to enabling the opportunistic, professional or enterprising auto thief.
- To create an educational campaign focused on the leading at-risk stolen vehicles by encouraging registered owners to utilize theft prevention/recovery devices.

**c. Prevention & Public Information Goal Statements**

- To identify and engage in crime prevention efforts with public information/relations partners targeting state, county, city and community audiences to increase the awareness of auto theft victimization.
- To increase public perception that auto theft victimization is a public endangerment crime, not merely restricted to the loss of property.
- To utilize and provide a multi-media approach with television, radio and cyber technologies, in delivering public information on the risks, dangers, antidotes and prevention techniques pertaining to the incidence of auto theft.

**d. Training Goal Statements**

- To provide quality statewide auto theft training to enhance knowledge skills and abilities in the realm of management, supervision, investigation, prosecution, analysis, and/or public information.
- To enable specialized training and/or education pertaining to auto theft crime management, supervision, prosecution, investigation, analysis, technology, and/or public information.

**e. Enforcement Goal Statements**

- To reduce the incidence of motor vehicle theft within the multijurisdictional area by utilizing traditional law enforcement/investigative techniques.
- To reduce the incidence of motor vehicle theft within the multijurisdictional area by deploying proactive and/or innovative enforcement/investigative techniques.
- To increase the apprehension of auto theft offenders who attempt to defraud insurance companies within the multijurisdictional area.

**f. Intelligence Goal Statements**

- To utilize criminal analytics for the development and use of intelligence-led policing products within the multijurisdictional area.
- To provide auto theft case deconfliction with all CATPA task forces on case investigations originating within the multijurisdictional area.
- To provide efficient methodologies of information sharing amongst adjoining CATPA task forces to strengthen case investigations.

5. **Key Personnel.** The grant request should identify key personnel (by title and position only) to be used during the project period when completing the budget section. The proposal should identify the level of knowledge, skills and abilities related to the tasks to meet the performance based objectives. The proposal should not include specific names, resumes, or training certifications. The proposal should provide justification as to the personnel services request related to the number, expertise, specialized assignment, and use of key personnel to complete tasks meeting the performance objectives. Provide a high-level synopsis of key personnel to be used during the project period, the level of commitment to the project (Example: full-time, part-time, overtime, etc.) including contributions from partnerships engaged in the project.

*Example: This project will use five full time personnel (three auto theft investigators, one crime analyst and one prosecutor) and 1,040 hours of overtime for auto theft investigators (.75 FTE equivalents). Enforcement partners have committed contributions of equipment, transportation costs and additional personnel costs (supervisor and administrative assistant), amounting to \$735,000 of non-CATPA requested funds.*

6. **Funding Summary.** Describe any significant points regarding the budget and it's relation to the goals and objectives. Significant points include, but are not limited to the type of program model(s) to be funded, contributions from partnering agencies, non-contingent costs (non-reoccurring costs to the next fiscal year), the impact to public safety, the service community, and the organization, and a brief statement addressing the effect of the program if CATPA funds were unable to meet the level of financial request as submitted. As a note, under §42-5-112.3(b) C.R.S. "The board shall not require as a condition of receipt of a grant that an agency, political subdivision, or other qualified applicant provide any additional money to operate an automobile theft prevention program or a program for the enforcement or prosecution of automobile theft crimes."

Using the following terms, provide a short statement with the amount of funding that is critical, essential and supplemental.

**a. Critical Funding Request.**

Critical funding (austerity) is a situation in which there is not much money and it is spent only on things that are necessary. These are funds that support the essential components of the project and, without the funding; the project would fail to meet the goal(s) identified in the application.

**b. Essential Funding Request.**

In order to maintain the status quo, these funds allow an ability to continue the project without hindrance, or reduction efforts. These funds typically include items that provide sustenance and support to critical funding resources.

**c. Supplemental Funding Request.**

Supplemental funds provide the ability to enhance, elevate, enrich, expand or otherwise augment the project's effectiveness and/or efficiency.

*Example: This project requests a total of \$937,000, where: 1) \$473,000 is **critical** to the continuation of assigned personnel in the task force, 2) \$204,000 is **essential** to the continuation of housing, equipment, support, maintenance and supplies of current staff/program, 3) \$130,000 is **supplemental** to enhance new and innovative investigative abilities by purchasing a computer program for case management, and 4) \$130,000 is supplemental as a new, one-time only, purchase for an innovative retro-detection wiz-bang neutralizer tool.*

7. **Reduction/Denial of Funding Impact.** Describe the impact to public safety, the service community, and organization(s) in the event CATPA funds are not able to meet the level of financial request outlined in the submitted budget. Identify the funding line items with the percentage of essential versus non-essential financing to continue the grant program without compromising the overall goals and objectives.
8. **Timeline.** Provide a narrative description of any timelines that may be useful during the technical evaluation. Timelines may include a simple outline.
9. **Strength and Relevance of Objectives (S.M.A.R.T.+C.).** During the grant application process in COGMS, the applicant will establish objectives that are associated with the goal statements. During the technical review, these objectives will be evaluated for determination of their strengths in being specific, measurable, achievable, relevant, timely, and challenging. [Appendix A](#) is provided to assist in the development of objectives.

## Technical Capacity (Factor 1) Rating

**Excellent (70-60)** - Based on the proposal's technical responses, a very high likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. The proposal has demonstrated in-depth knowledge and expertise in the achieving the goals identified to reduce auto theft within the state, as well as a detailed understanding of how to develop and use performance based objectives. The proposal has also demonstrated their ability to use innovative approaches and provide project team leadership.

**Good (59-40)** - Based on the proposal's technical responses, a reasonable likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. Most of the evaluation criteria in the solicitation were satisfactorily addressed, though some detail was lacking. No indication of innovative approaches.

**Marginal (39-20)** - Based on the proposal's technical responses, a low likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. The proposal did not address all of the evaluation criteria in the solicitation and demonstrated some obvious weaknesses.

**Poor (19-0)** - Based on the proposal's technical responses, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. Most of the evaluation criteria in the solicitation were not addressed in the proposal's response.

## Management Capacity (Factor 2) Key Elements

Proposals will be evaluated on their ability to undertake and effectively manage the technical, personnel, and financial aspects of the grant contract, including the magnitude and complexity of the work requirements. This capacity includes the ability to ensure effective, efficient, timely, and responsive support to the proposed project, communication with the CATPA Office and responsiveness to ensuring performance objectives are being met by the project supervisors/leaders. Proposals should include a narrative of the project's management practices, roles, responsibilities, workload, grant reporting capabilities, fiscal management abilities and use of staffing by technical disciplines (e.g., managerial, supervisory, fiscal, analytical, and specialists). The proposal should provide sufficient administrative capacity to manage and control costs, effective approaches to maintain a high degree of responsiveness and communication with other CATPA grantees, methodology to resolve potential problems arising during the grant period, and ability to deliver and comply with the CATPA financial and reporting requirements.

*Example: This project is managed by an executive level official who is exclusively assigned to oversee all activities and personnel involved with this grant delivery. The executive official ensures policies, procedures, protocols and reporting procedures of the task force activities and personnel are reported to the CATPA Office. The executive official is responsible for program and financial reporting and ensures liaison, communication and working enablement with other CATPA task forces. The executive official will ensure all reporting requirements outlined in the CATPA grant application will be completed.*

## Management Capacity (Factor 2) Rating

**Excellent (30-23)** - Based on the proposed management plan, a very high likelihood of success exists that the proposal will successfully perform the required effort. The plan demonstrates that the proposal can undertake and effectively manage the technical, personnel, financial, and reporting aspects and will be responsive to CATPA's needs in a timely manner.

**Good (22-15)** - Based on the proposed management plan, a reasonable likelihood of success exists that the proposal will successfully perform the required effort. Most of the evaluation criteria in the solicitation were satisfactorily addressed, though some detail was lacking.

**Marginal (14-7)** - Based on the proposed management plan, a low likelihood of success exists that the proposal will successfully perform the required effort. The proposal did not address all of the evaluation criteria in the solicitation.

**Poor (6-0)** - Based on the proposed management plan, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort. Most of the evaluation criteria in the solicitation were not addressed in the proposal's response.



### Past Performance (Factor 3)

An evaluation of applicant's past performance will be conducted subsequent to the technical evaluation. The proposal must have demonstrated successful operations and maintenance of similar systems, to include scale and complexity. The evaluation will be based on information obtained from the CATPA Office and other relevant past performance information obtained from other sources known to the CATPA, and any information supplied in the proposal, to include problems encountered on the identified past awards and corrective action taken. CATPA will assess the relative risks associated with each proposal. Performance risks are those associated with the likelihood of success in performing the acquisition requirements as indicated in a record of past performance.

### Past Performance (Factor 3) Rating

**Excellent (30-22)** - Based on the performance record, a very high likelihood of success exists that the proposal will successfully perform the required effort. Sources of information are consistently firm in stating that the proposal's performance was superior.

**Good (21-16)** - Based on the performance record, a reasonable likelihood of success exists that the proposal will successfully perform the required effort. Sources of information state that the proposal's performance was good, better than average, etc..

**Neutral (15)** - No past performance history was identified.

**Marginal (14-7)** - Based on the performance record, a low likelihood of success exists that the proposal will successfully perform the required effort. Sources of information make unfavorable reports about the proposal's performance.

**Poor (6-0)** - Based on the performance record, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort. Sources of information consistently stated that the proposal's performance was entirely unsatisfactory.



## Chapter 7. Application Helpful Hints

1. **Ask for assistance.** If you have any questions or need assistance at any point in the application, award and funding processes, you may contact the CATPA Grant Administrator.  
Gina Salazar, Grant Administrator  
710 Kipling Street, Suite 106  
Lakewood, Colorado 80215  
[gina.salazar@state.co.us](mailto:gina.salazar@state.co.us)  
303-239-4572
2. **Use COGMS.** All applications will be reviewed using the Colorado Grants Management System (COGMS) located at [Front Office](#).
3. **Use Word® for Drafting.** It is recommended that you type your narrative in a Word® document before you cut and paste into COGMS. Pay attention to the character limitations when noted; this is noted in each section of this instruction (see [Character Limits](#)).
4. **Complete Asterisk Fields.** All fields with an asterisk (“\*”) are required.
5. **Click “Save” often!** At a minimum you should click “Save” (located at the bottom of each page) to ensure that the system does not timeout.
6. **Verify the Budget.** Use only whole dollar amounts in the budget and be sure to have the financial person who will be responsible for grant funds look over and verify the proposed budget.
7. **Check Budget Calculations.** Double-check the budget descriptions to make sure that all figures add correctly.
8. **Justify Budget.** Justify and explain all budget items and calculations in the budget narrative.
9. **Eliminate Jargon.** Your application will be reviewed by Board members, who may not be acclimated to terms and verbiage used particularly within professional environments.
10. **Explain Changes.** For continuation applicants/projects explain what has changed from the previous year.
11. **Research Grant Writing.** Grant writing tips can be found at many websites by searching the words “Grants” or “Funding.”
12. **Follow Instructions.** This document contains the instructions, principles and the guidelines which CATPA funds will be awarded. As CATPA funds are limited, thus creating a competitive environment amongst applicants, it is important to use proper terminologies, address the guiding principles, understand how the CATPA Board will use the criteria-based evaluation methodology and ensure all technical elements are submitted in COGMS.

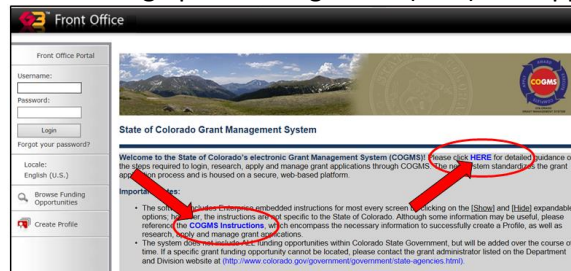


## Chapter 8. Returning Applicants

This section is for returning CATPA applicants. A “Returning Applicant” is an applicant who has a current COGMS user account established AND a validated Applicant Profile.

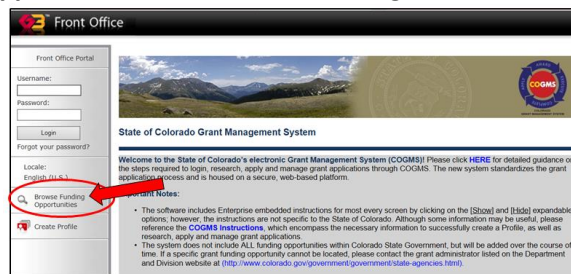
### 1. Instructions

Clicking on the **COGMS Instructions** link or **HERE** on the Front Office home screen will guide you through the entire process of setting up a new Registrant (user) and Applicant Profile.



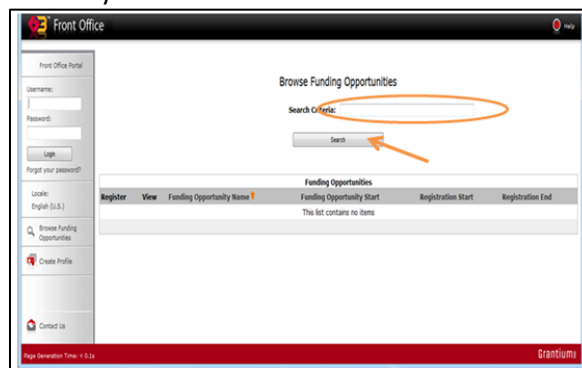
### 2. Browse Funding Opportunities

Click **Browse Funding Opportunities** from the COGMS login screen.




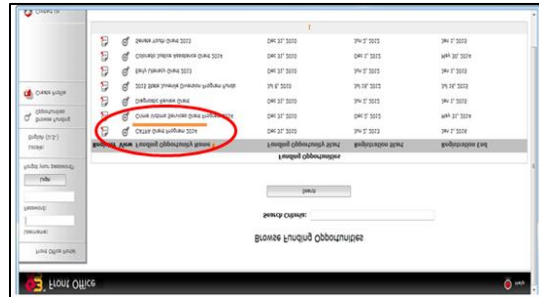
### 3. Search Criteria

Enter **Search Criteria** and click **Search** button. Enter only the “ % ” symbol to view all grant funding opportunities or use the “ % ” symbol as a wildcard.



#### 4. View Funding Opportunities

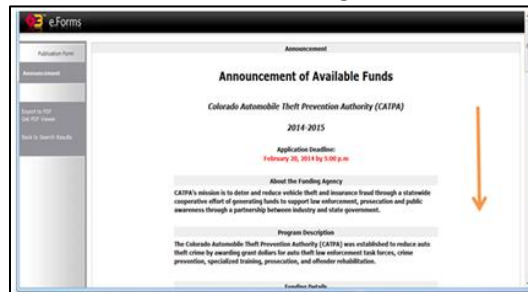
Click the **Search Icon**  to view **Funding Opportunity Announcement** (i.e. CATPA Grant Program 2014).



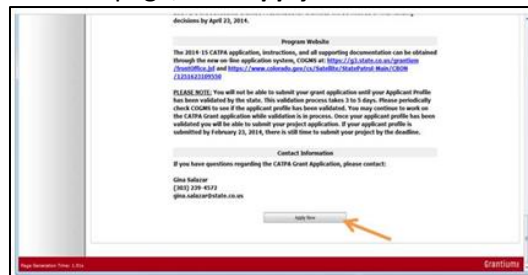
**\*Note: The full Funding Opportunity Announcement will appear.**

#### 5. Apply Now

Scroll down to the bottom of the **Announcement** using the bar on the right side of the screen.

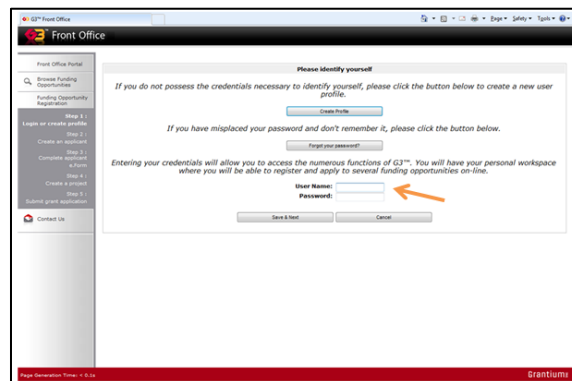


Once you are at the bottom of the page, click **Apply Now** if interested in applying.



#### 6. User Name & Password

Enter your **User Name** and **Password** and click **Save and Next**.



## 7. Complete the Applicant Details

- On the Applicant Details Screen, select the **Existing Applicant Name** from the dropdown.
- Select the **Applicant Type** from the drop down. This must match the Applicant Type from your Applicant Profile. Once an Applicant Type is selected, an **Applicant Number** will automatically be generated based on the Applicant Type.
- Reenter the **Applicant Name**, which is the name of the Agency who is applying for funds.
- Click **Save & Next**.

## 8. Complete Applicant Profile

- On the Complete Applicant Profile, click **View** to edit/review your *Existing Applicant Profile*.
- Click **Next** to proceed (if you do not wish to review your existing Applicant Profile).

## 9. Applicant Project Name

Enter the **Applicant Project Name** and click **Save and Next**.

**NOTE:** Do not import from a previous grant. All CATPA grant applications are considered NEW and therefore data should not be imported from previous years.

## 10. Begin Fiscal Year 2015 CATPA Grant Application

See [Completing the CATPA Application](#) for continuation of instructions.





## Chapter 9. Creating an Applicant Profile

**First time users** will have to create an **Applicant Profile** to begin the application process. The following instructions will walk you through the creation process. The applicant must be verified by the state before the grant application can be submitted.

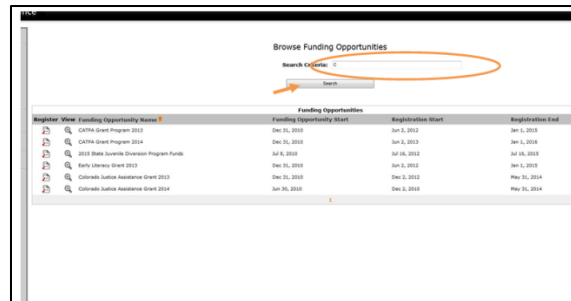
*Please allow five (5) business days for the verification process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.*

### 1. Browse Funding Opportunities

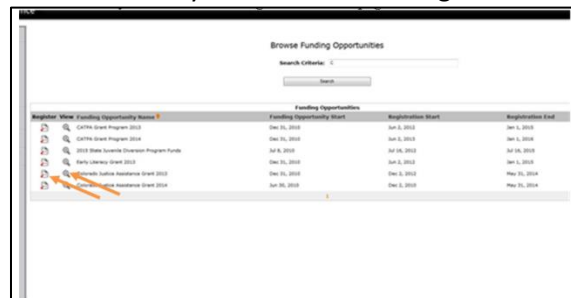
- A. Click *Browse Funding Opportunities* from the COGMS login screen.



- B. In Search Criteria enter the letter **"C"** or type out **"CATPA"** to search specifically for CATPA funding opportunities. If you would like to view all grant funding opportunities, place **"%"** symbol in the search box. Click **"Search"** button.

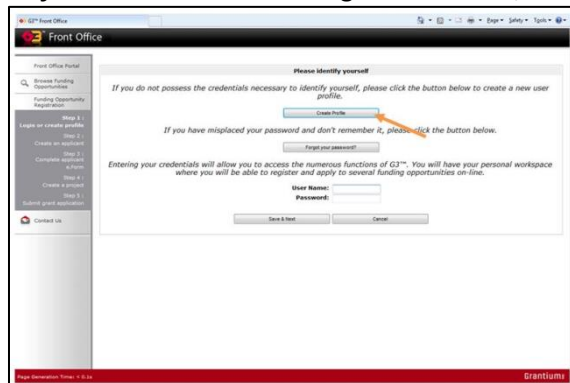


- C. Select the funding opportunity that you would like to apply for. Click the **Search Icon** to view the Funding Opportunity Announcement or click to go straight to the Registrant step. If you choose to view the announcement you will be able to register from this page as well.



## 2. Create Profile

- A. Click on the **Create Profile** button to create a Registrant Profile/User Account.



Front Office Portal

Please identify yourself

If you do not possess the credentials necessary to identify yourself, please click the button below to create a new user profile.

**Create Profile**

If you have misplaced your password and don't remember it, please click the button below.

**Forgot your password?**

Entering your credentials will allow you to access the numerous functions of G3™. You will have your personal workspace where you will be able to register and apply to several funding opportunities on-line.

User Name:

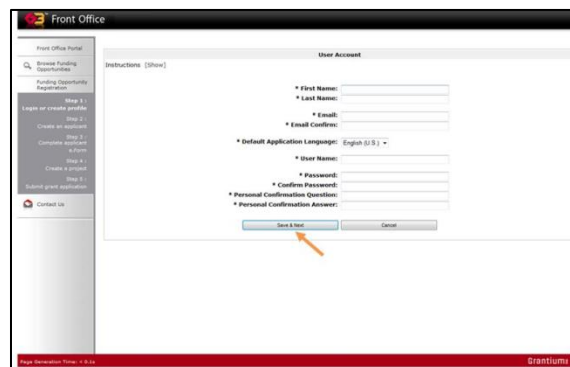
Password:

**Save & Next** **Cancel**

Step 1: Login or create profile  
Step 2: Create an account  
Step 3: Complete workspace  
Step 4: Apply  
Step 5: Create & submit  
Step 6: Submit grant application

Grantium

- B. Enter Registrant Profile/User Account information on the next screen. All fields with an asterisk (\*) are required. Click **Save & Next**. Write down your login information and keep in a secure location for future reference.



Front Office Portal

User Account

Instructions [Show]

\* First Name:

\* Last Name:

\* Email:

\* Email Confirm:

\* Default Application Language: English (US) ▼

\* User Name:

\* Password:

\* Confirm Password:

\* Personal Confirmation Question:

\* Personal Confirmation Answer:

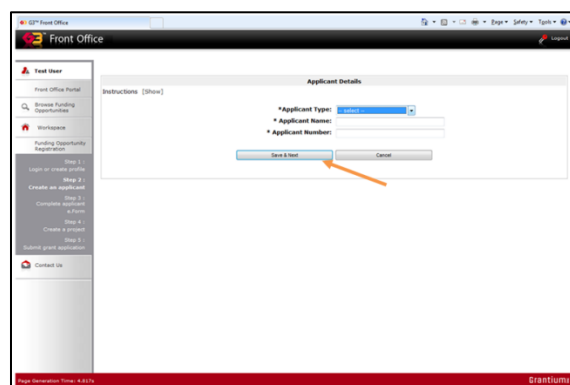
**Save & Next** **Cancel**

Step 1: Login or create profile  
Step 2: Create an account  
Step 3: Complete workspace  
Step 4: Apply  
Step 5: Create & submit  
Step 6: Submit grant application

Grantium

## 3. Applicant Details

Complete the Application Details form. Remember all fields that contain an asterisk (\*) are required. Click **Save & Next**.



Front Office Portal

Applicant Details

Instructions [Show]

\* Applicant Type:

\* Applicant Name:

\* Applicant Number:

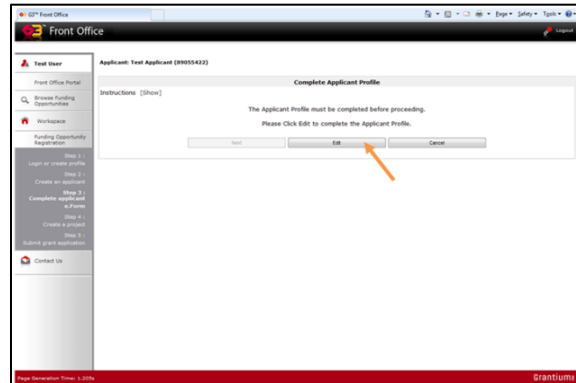
**Save & Next** **Cancel**

Step 1: Login or create profile  
Step 2: Create an account  
Step 3: Complete workspace  
Step 4: Apply  
Step 5: Create & submit  
Step 6: Submit grant application

Grantium

#### 4. Complete Applicant Profile

- A. An Applicant Profile must now be created to move forward in the process. Click **Edit** to complete Applicant Profile information.




- B. Complete the **General Information Screen**. Note that all fields on this page are required. Use the references below for further explanation of each field.

- **Applicant Agency Name.** This is brought forward/pre-populated from the previous screen.
- **Applicant Number.** The COGMS automatically generates this number.
- **Applicant Doing Business.** Is the applicant a DBA under a parent company: Select Yes or No (most applicants will choose NO)
- **Legal Entity Name.** This field will pre-populate if “No” was answered on the previous question. If you answered “Yes” to the previous question, complete this field. Example: The legal name of the Applicant agency is the parent agency such as City of Steamboat Springs if the applicant is the Steamboat Springs Police Department.
- **Entity Type.** Pre-populated from Applicant Details screen.
- **Entity Sub-Type.** Choose from the drop-down window options.
- **Tax Identification Number.** Federal Employer ID Number; this is a 9 digit number used by the finance department to report to the IRS; this is not the agency’s federal tax-exempt number.
- **US Congressional District.** Select the US Congressional District where the legal entity is located.
- **State Senate District.** Select the State Senate District where the legal entity is located.

- **State House District.** Select the State House District where the legal entity is located.
- **Colorado Judicial District.** Select the Colorado Judicial District where the legal entity is located. When finished, click **Save & Next**.

## 5. Contact Information

On the **Contact Information** screen, click  to enter contact information for the Primary Contact. The primary contact is the person that CATPA will contact with any questions regarding this registration/ Applicant Profile. From the drop down menu, select **Primary Contact**. Complete each of the following fields for this contact.

*Note: The Zip Code + 4 is required to move forward in the process.*

Click **Save & Back to List** to go back to the Contact Information screen. Click **Next**.

## 6. Address Information

- A. Enter **Legal Applicant** address information. All fields on this page are required. Note: The Zip Code + 4 is required to move forward in the process. Click **Save & Next**.

- B. The **Submission Summary** screen will summarize the Applicant Profile steps. If any of the steps show “Please Complete”, it means there were fields missed that must be completed before moving forward. A “Notes” section is displayed at the bottom of the Summary screen which may help in determining what is missing. Once resolved, the screen should then indicate a date for each item in the Submission Summary list.

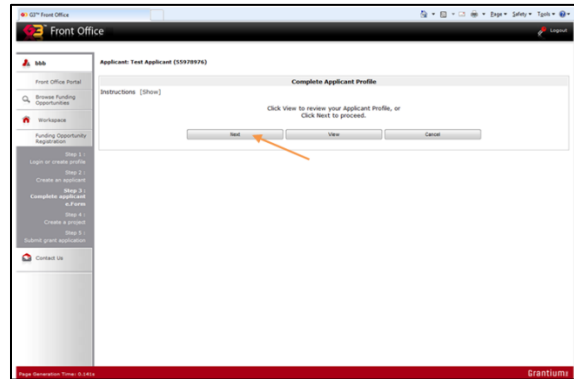
If all three fields display a date and if user is satisfied with the Applicant Profile information entered, click on the **Complete** button.

*Please allow five (5) business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.*

- C. Click on the **Return to Registration Wizard** menu option on the left side grey navigation bar to proceed.

## 7. Complete Applicant Profile

A. Click **Next** to begin completing your CATPA Application.



B. Enter an **Applicant Project Name** that is uniquely specific and descriptive to the project. Click **Save & Next**.

A screenshot of a form titled 'Create a Project'. It contains a text input field for 'Funding Opportunity Name' with the value 'CATPA Grant Program 2014'. Below it is a text input field for '\* Applicant Project Name:' with an orange arrow pointing to it. At the bottom are two buttons: 'Save & Next' and 'Cancel'.

## Chapter 10. Completing the CATPA Application

### 1. Applicant Information

Most of the information on this page is pre-populated with the information you provided during the **Applicant Profile** set up. Please complete the remaining information on this page. Refer to the definitions below for further information on each field.

- **Project Title:** Pre-populated from *Applicant Set Up*.
- **Project Number:** The COGMS will automatically generate this number.
- **Project Director:** The project director must be an employee of the applicant agency to ensure that the agency is up-to-date on all activities taking place with these funds.
- **Type of Grant:** Choose NEW or CONTINUATION from the drop-down window options. It is vitally important that this selection be correct as it opens a separate section of the application for Continuation Applicants to report on past project progress.



*If you are a first time applicant for CATPA funds, select NEW. If you have previously submitted grants via COGMS to CATPA, select CONTINUATION.*






- **Requested Funding Amount:** Enter the amount of funding you are requesting for this project.
- **Applicant Agency Name:** In most cases, this is the implementing agency for the project as well as the agency that is fiscally responsible for the funds received from CATPA. It cannot be a subcontracting agency.
- **Applicant Legal Name:** The legal name of the applicant agency. For example: Steamboat Springs Police Department or Colorado Department of Law.
- **Tax Identification Number:** Federal Employer ID Number: This is a nine-digit number used by the finance department to report to the IRS; this is not the agency's federal tax-exempt number.
- **Entity Type:** Identify if your agency is *For Profit*, *Not for Profit*, or *Public/Government*.
- **Implementing Agency:** If implementing agency is different from applicant agency, select **NO** and an "Implementing Agency Name" field will appear to complete.

*Please note: The implementing Agency is the agency that is responsible for the actual implementation of the project, and may be the same as the applicant agency, a component of it, or another agency entirely. For example, the applicant agency is the county, but the sheriff's office is the implementing agency, or if the city is the applicant agency but a non-profit organization is the implementing agency.*

- **U.S. Congressional District, Judicial District, State Senate District, State House District, Counties, Cities.** Complete each of these sections (all are required) where services will be delivered. This may include more areas than where the applicant agency is located.
- Click **Save and Next**.

## 2. Contact Information

Click on  to add a new contact or  to modify an existing contact.

Contact Information					
View	Contact Type	First Name	Last Name	Phone	Email
	Primary Contact	Ferry	Mason	970-555-5555	pmason@pa.com
	Project Director	Fred	Ataire	303-555-7777	fataire@mesada.gov
	Signature Authority	Ginger	Rogers	303-555-0000	grogers@mesada.gov
	Financial Officer	Roger	Daltry	303-555-4444	rdaltry@mesada.gov
	Media Contact	Janessa	Colby	303-555-3333	jcolby@mesada.gov

Back Next

This e-Form has been submitted

CATPA requires that you provide, at a minimum, the following contacts:

- *Project Director,*
- *Financial Officer,*
- *Media Contact, and*
- *Signature Authority.*

These contacts are in **addition** to the Primary Contact established during *Applicant Setup*. Enter the name, title, agency, mailing address, telephone number, fax number, and email address of each contact. These are required fields and you will not be able to continue if incomplete.


- **Project Director:** The project director is the individual who will be in direct charge of the project and must be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports, cash requests, and other grant forms. This must be an individual other than the authorized official or financial officer and must be from the applicant agency.
  - **Financial Officer:** The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. This must be an individual other than the project director or authorized official and must be from the applicant agency.
  - **Media Contact:** This must be an individual who acts as the information officer or public relations representative for the applicant agency. For police organizations this may be the Public Information Officer. This must be an individual other than the project director or authorized official and must be from the applicant agency.
  - **Signature Authority:** This is the individual authorized to enter into binding commitments on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. At the state level, this individual will be a department or division head. This must be an individual other than the project director or financial officer.
- Click **Save & Add Another**, **Save & Back to List** to continue.
  - Once you are back to the *Contact List* and are ready to proceed, click **Next** to continue.

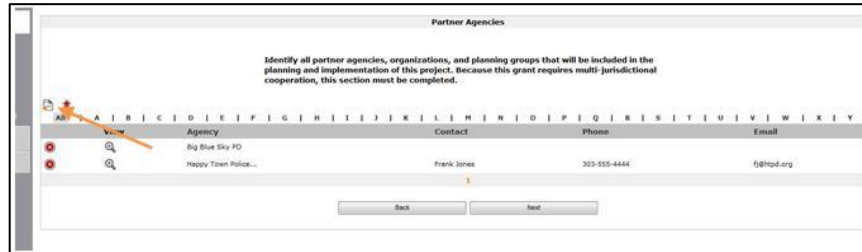
* Contact Type:		Primary Contact
* Salutation:	Mr.	
* First Name:	Sam	
* Last Name:	Snead	
* Title:	Project Director	
* Agency Name:	Blue Ridge PD	
* Address Line 1:	555 N Chevy Dr	
Address Line 2:		
* City/Town:	Berthoud	
* State:	Colorado	
* Zip Code + 4:	80022-3366	
* Phone Number:	303-654-4561	
Cell Phone Number:		
Fax:		
* Email:	asnead@a.com	
Save		Save & Add Another
Save & Back to List		Back to List
Check Spelling		



### 3. Partner Agencies

Identify all partner agencies, organizations, and planning groups that will be included in the planning and implementation of this project. Because this grant requires multi-jurisdictional cooperation, this section must be completed.

- Much the same as the *Contact Information* page, you will click on the  to begin entering partner agencies.



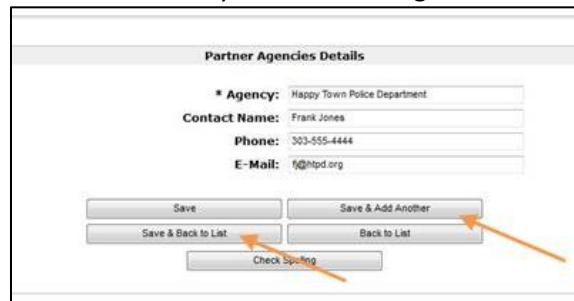
Partner Agencies

Identify all partner agencies, organizations, and planning groups that will be included in the planning and implementation of this project. Because this grant requires multi-jurisdictional cooperation, this section must be completed.

Agency	Contact	Phone	Email
Big Blue Sky PO			
Happy Town Police...	Frank Jones	303-555-4444	fj@htpd.org

Back Next

- In the detail form, complete all information on the agency that you will partner with, the contact name, phone and email. The agency name is a required field, at a minimum, however we would encourage you to complete this form entirely.
- When you have completed this form, click **Save & Add Another** to continue adding more partners or **Save & Back to List** when you are done to go back to the *Partner List*.



Partner Agencies Details

\* Agency: Happy Town Police Department

Contact Name: Frank Jones

Phone: 303-555-4444

E-Mail: fj@htpd.org

Save Save & Add Another

Save & Back to List Back to List

Check Spelling


- Click **Next** to move to the next form.

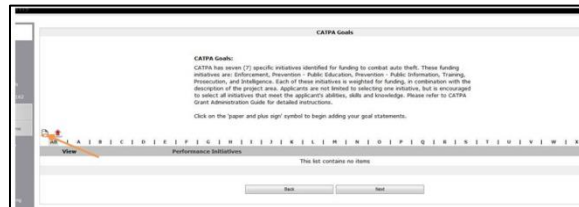
#### 4. CATPA Goals

CATPA has developed seven specific initiatives identified for funding to combat auto theft. These funding initiatives are:

- **Enforcement**
- **Prevention – Public Education**
- **Prevention – Public Information**
- **Training**
- **Prosecution**
- **Intelligence**

*Applicants are not limited to one initiative and are encouraged to select all initiatives that meet the applicant's abilities, skills and knowledge.*

- Click on the  to begin selection of applicable goals in **Goals, Objectives and Measurement**.



- Click on the dropdown to select the **Performance Initiative** that best aligns with your CATPA project. Goal statements will populate the goal fields based on your initiative selection (see image below).



- Next, place a check(s) in the boxes next to the goal statements that you will address with funding, then click on the **Confirm Goals** button.
- The goals will open and provide three **Objective** text boxes (2000 character limit).

*At a minimum, you must complete one objective.*

- Please ensure that the objectives are related to the goal statement and that the performance measures are either qualitative or quantitative in nature. In post-award performance reporting, numeric entry boxes will appear next to each of your objectives and a large narrative field for reporting results.
- Continue to complete objectives for each of the goal statements selected. Click **Save & Add Another** to select another initiative, or click **Save & Back to List** to return to the **Goal List**.



**WHEN YOU HAVE SELECTED ALL OF YOUR *PERFORMANCE INITIATIVES*, CLICK THE *NEXT* BUTTON TO CONTINUE TO THE NEXT SECTION.**

## 5. Project Narrative

In this section, you will provide narrative statements to each of the questions listed. Enter your responses in the text boxes provided.

The Project Narrative is a crucial part of your application, as it will be heavily reviewed by the CATPA Board. The Project Narrative should address the core elements and requirements described in the [Technical Capacity Elements](#), [Management Capacity Elements](#) and [Past Performance Elements](#).

Prior to completing this Project Narrative and The Project Budget, it is highly recommended applicants review the [Preparing Facts and Information](#).

In addition, applicants should address the ability to comply with the applicable [Reporting Requirements](#) and [CATPA Marketing Requirements](#).

**Project Narrative**

**\* Project Summary:**  
Provide a brief narrative regarding the overall project.

**\* Problem Statement:**  
Describe the component of Colorado's auto theft problem this project addresses. Include statistics and analysis that validate the problem identified within the jurisdictions participating in this project. Please include the source of the statistics.

**\* Technical Capacity:**  
Describe the project area, multiagency cooperative initiative, key personnel, type of grant request (contingent/non-contingent/percentage based), the impact of reduction or denial of funding, and applicable timeline(s). Please refer to CATPA Grant Administration Guide for detailed instructions.

**\* Management Capacity:**  
Describe the management practices, policies, roles, responsibilities, fiscal management and communication to comply with the CATPA financial and reporting requirements. Please refer to CATPA Grant Administration Guide for detailed instructions.

**\* Past Performance:**  
Describe any relevant past performance information or any problems encountered and corrective actions taken. In addition, explain performance risks that are associated with the likelihood of success in performing this award.

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

Below is a list of the character limits for each text box, for a complete list of character limits for all text box/fields see [Character Limits](#).

As discussed previously, the [Appendices](#) are provided for your reference in assisting you to compose the factual and technical information to include in the Project Narrative. Again, the [Technical Capacity](#) of your application will have significant weight to the CATPA Board's consideration for awarding.

[Project Summary](#) – 1000 character limit

[Problem Statement](#) – 5000 character limit

See Elements of [Technical Capacity](#) – 5000 character limit

See Elements of [Management Capacity](#) – 5000 character limit

See Elements of [Past Performance](#) (prior grantees only) – 2000 character limits

*There is not a character "countdown" so for ease of keeping track of your character limit you can type your narrative sections in Microsoft Office Word program which provides a character count. See [Character Limits](#) for instructions.*

Once you have completed each narrative section, click **Save & Next** to continue to the budget section.

## 6. Project Budgets

Applicants should be aware of the following conditions regarding CATPA grant funds:

- Funding will support direct costs only,
- No indirect costs will be reimbursed by the CATPA grant program,
- Awards will be made for new activity only,
- Funds may not be used to replace funds already being spent by an agency for the same motor vehicle theft prevention activities or programs.

Per statute, grant applicants are not required to provide match funding in order to obtain a CATPA grant. On the other hand, because CATPA grant funding comes from cash funds through the citizens of Colorado that pay automobile insurance, a CATPA grant can be used to meet match requirements for federal grants, including the Justice Assistance Grants (JAG) administered by the Colorado Department of Public Safety. Multi-jurisdictional task forces may want to consider expanding their activities by applying for a JAG, among other options, as a supplement. As well, it is important to understand that funds are limited and applicants are encouraged to leverage funding from other sources and/or partnering agencies.

**Project Budgets** are broken into six (6) categories:

1. [Personnel](#)
2. [Supplies and Operating](#)
3. [Travel](#)
4. [Equipment](#)
5. [Consultant/Professional Services](#)
6. [Grant Administration](#)

Many of these categories contain subcategories. Each category that is applicable to the project(s) must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. Things to remember:

- The budget must cover the entire project duration.
- In completing the budget, use WHOLE DOLLAR AMOUNTS ONLY. When necessary, round to the next highest whole dollar amount.

All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations. For example, if this is a training project, explanation of the professional services budget category amount should include an explanation of the need for consultants to provide the training and the hourly cost of the services to be provided. Remember: If a budget item or an increase is not explained and justified, it will be subject to non- funding.

CATPA recognizes that Grantees are constantly faced with the challenges of limited resources.


*It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services. For continuation of grants, make sure you identify and justify all new budget items and increases in previously funded items in each budget category.*

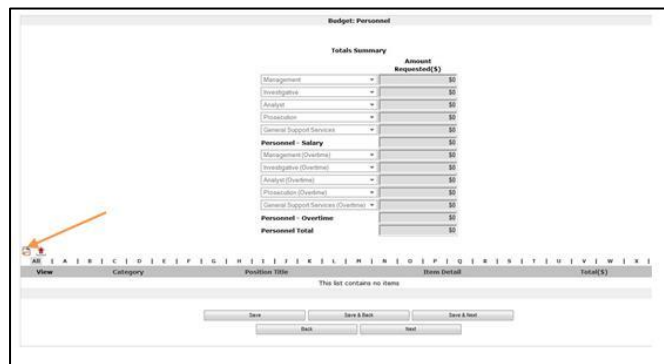
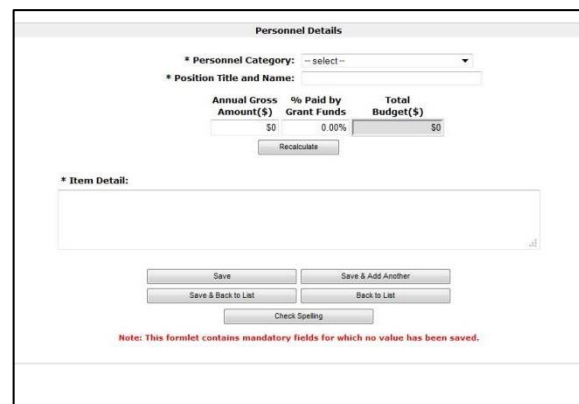
## A. Personnel

This budget category should be used when requesting salary, benefit, and/or overtime costs for individuals. If this project includes contracted services or grant administration, these costs should be included in Consultant/Professional Services and Grant Administration sections of the budget. The subcategories for personnel are:

1. **Management** – This subcategory is for salaries for supervisory staff, e.g. commander staff that oversee an auto theft task force.
2. **Investigative** – This subcategory is for salaries for members of an auto theft task force.
3. **Analyst** – This subcategory is for salaries for analytical staff members of an auto theft task force to provide intelligence to several entities related to auto theft.
4. **Prosecution** – This subcategory is for salaries for prosecutorial staff.
5. **General Support Services** – This subcategory is for salaries for personnel that provide support to the project(s). An example might be the financial manager that provides budget development and monitoring of the grant.
6. **Overtime** (Management, Investigative, Analyst, Prosecution and General Support Services) – These subcategories are for overtime costs associated with the grant. For example: providing overtime pay to task force officers that go beyond their regular pay hours.

### Instructions:

- Click on the  to begin adding specific **Personnel Details**.
- Select from the **Personnel Category** drop down to select the funded position(s) or overtime position(s).
- Enter the **Position Title**. (1000 Characters) Do not specify the name of the individual in this position to avoid the need for budget modifications post award if this position should be vacated at any point during the grant cycle.
- Enter the **Annual Gross Amount (\$)**. This is the gross salary for the position(s).
- Enter the **% Paid by Grant Funds**. Specify what percentage of this position(s) will be paid with grant funds.
- Click **Recalculate** button to update the **Total Budget** field.
- Provide a brief description of the position in the **Item Detail** field. Briefly describe the duties that this position will perform as it relates to the project(s).
- Click **Save & Add Another** to continue adding Personnel Details or **Save & Next** to return to the **Personnel Budget**, then click **Save & Next** to move to the next category.

## B. Supplies and Operating

This budget category should be used when requesting funding to cover general operational costs, such as supplies, telecommunication, etc. This category contains twelve (12) subcategories:

1. **Building Expenses** – This subcategory is for building or office rent or lease expenses.
2. **Telecommunications** – This subcategory is for cell phones, office phones, conference calling, etc.
3. **Office Expenses** – This subcategory is for expenses related to postage, copying, etc.
4. **Computer and Software** – This subcategory is for expenses related to the purchase of computers, computer peripherals, software packages and software licenses.
5. **Enforcement Supplies/Equipment** – This subcategory is for expenses related to law enforcement activities. Please note: If the law enforcement expense is equipment over \$5,000 each, then report under the **Equipment** category.
6. **Uniform Expenses** – This subcategory is for expenses related to uniform procurement as necessary to perform auto theft law enforcement duties.
7. **Vehicle Supply and Maintenance** – This subcategory is for expenses related to supplies and maintenance for law enforcement vehicles used for auto theft task forces.
8. **Registration Fees** – This subcategory is to cover the expense of fees related to conferences and trainings.
9. **Membership Fees** – This subcategory is to cover the expense of fees related to the position such as, memberships, dues, etc.
10. **Community Education** – This subcategory is for supplies, materials, venue, and food expenses related to educating the community on auto theft awareness.
11. **Investigative Funds** – This subcategory is for costs associated with performing auto theft investigations. For example, informant pay, informant meal costs, etc.
12. **Training/Meeting Expenses** – This subcategory is for costs associated with providing trainings and/or holding meetings. Example: of use venue, supplies and materials, meals, etc.

Budget: Supplies & Operating

Totals Summary		Amount Requested(\$)
Building Expenses		\$0
Telecommunication		\$0
Office Expenses		\$0
Computer and Software		\$0
Enforcement Supplies/Equipment		\$0
Uniform Expenses		\$0
Vehicle Supply and Maintenance		\$0
Office Equipment and Maintenance		\$0
Registration Fees		\$0
Membership Fees		\$0
Community Education		\$10,000
Investigative Funds		\$0
Training/Meeting Expenses		\$0
<b>Total</b>		<b>\$10,000</b>


  

View	Category	Item	Item Detail	Total (\$)
	Community Education	training supplies	Training supplies for training.	\$10,000

*Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. Items costing \$5,000 or more should be listed under Equipment.*

*If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category.*

**Instructions:**

- Click on the  to begin adding specific budget details.
- Select from the **Supplies and Operating Category** drop down to select which subcategory you are funding.
- Enter the **Item**, you do not need to provide detail, just the title or item type.
- In **Item Detail** (1000 Character) provide a brief description and justification of need for the item being purchased and how it relates the project(s). Be sure to include quantities.
- In **Total(\$)** field, enter the total amount of the **Item** to be purchased. If you are purchasing more than one, provide the total cost. Remember to use whole dollars.
- Click **Save & Add Another** to continue adding **Supplies and Operating** items or **Save & Next** to return to the **Supplies and Operating**, then click **Save & Next** to move to the next category.



**NOTE:** The remaining budget details and summaries are similar to the **Supplies and Operating** detail and summary page above. From this point there will be no additional images of the budget pages and step by step instructions, however we will provide details regarding subcategories.

**C. Travel**

Add travel expenses for project personnel by subcategory, either **Investigative Travel** or **Conference & Training Travel**, and show basis for computation. Indicate if the travel is in In-State or Out-of-State. Out-of-State travel must be justifiable and necessary. Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates can be found at:

CONUS (per diem rates)

[http://www.gsa.gov/portal/content/104877?utm\\_source=OGP&utm\\_medium=print-radio&utm\\_term=perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts)

Mileage Rates (use the State of Colorado 2WD or 4WD)

<https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate>

**D. Equipment**

All items with a unit cost of more than \$5,000 are listed in this category. Capital equipment may be purchased with grant funds and in accordance with the approved CATPA budget. Capital equipment becomes the property of the recipient agency and remains in possession of the original agency so long as it continues to be used for auto theft prevention activities for the entire team as approved by the CATPA. Subcategories in this section are:

- **Office Equipment** – This subcategory is for items that are necessary to furnish or assist in the functionality of an office. Examples may be office furniture, copy machines, etc.

- **Enforcement Equipment** – This subcategory consists of equipment purchases required for law enforcement purposes. Examples include radio units, automatic license plate readers, tracking devices, etc.
- **Computer & Intelligence Equipment** – This subcategory consists of equipment computer technology equipment. Examples include may include mobile data computers for law enforcement vehicles.

#### **E. Consultant/Professional Services**

Consultant and professional services are allowable under the CATPA grant. You must be able to summarize the cost- benefit for the utilization of consultative services. Identify the impacts that may likely occur if this is not funded. Services subcategories are:

- **Consulting Services** – Vendors in this category provide advisory services such as consultation on activities and professional guidance.
- **Professional Services** – Vendors in this category provide technical services such as vehicle and equipment maintenance.

#### **F. Grant Administration**

CATPA grant funds can be requested for grant administration to provide salary for grant tracking, budgeting and billing.

A maximum of 5% of the grant award is allowable for grant administration.



## 7. Budget Summary & Review

You have successfully completed the budget details. Thoroughly review the budget summary and ensure that the total amount requested matches the amount requested in the project setup. If you need to make changes to any category, click on the category in the left hand grey navigation bar.

Budget: Total Request	
	Amount Requested(\$)
<b>PERSONNEL</b>	
Management	\$37,500
Investigative	\$0
Analyst	\$0
Prosecution	\$0
General Support Services	\$0
<b>SUBTOTAL SALARY</b>	\$37,500
Overtime [inactive]	\$0
<b>SUBTOTAL OVERTIME</b>	\$0
<b>TOTAL PERSONNEL</b>	\$37,500
<b>SUPPLIES &amp; OPERATING</b>	
Building Expenses	\$0
Telecommunication	\$0
Office Expenses	\$0
Computer and Software	\$0
Enforcement Supplies/Equipment	\$0
Uniform Expenses	\$0
Vehicle Supply and Maintenance	\$0
Office Equipment and Maintenance	\$0
Registration Fees	\$0
Membership Fees	\$0
Community Education	\$0
Investigative Funds	\$0
Training/Meeting Expenses	\$0
<b>TOTAL SUPPLIES &amp; OPERATING</b>	\$0
<b>TRAVEL</b>	
Investigative Travel	\$0
Conference & Training Travel	\$0
<b>TOTAL TRAVEL</b>	\$0
<b>EQUIPMENT</b>	
Office Equipment	\$0
Enforcement Equipment	\$0
Computer & Intelligence Equipment	\$0
<b>TOTAL EQUIPMENT</b>	\$0
<b>CONSULTING SERVICES</b>	
Consulting Services	\$0
Professional Services	\$0
<b>TOTAL CONSULTING SERVICES</b>	\$0
<b>GRANT ADMINISTRATION</b>	
Grant Administration	\$0
<b>TOTAL GRANT ADMINISTRATION</b>	\$0
<b>GRAND TOTAL</b>	\$37,500

Save
Save & Back
Save & Next

Back
Next

Once you are satisfied with the budget summary. Click **Save & Next** to move to the **Risk Assessment Questions**.

## 8. Risk Assessment Questions

It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. Be sure to thoroughly read through each question. Grantees must establish and maintain an accounting system and financial records, if one is not already established, to accurately account for awarded funds.

**Risk Assessment Questions**

Answer the following questions regarding your agency's ability to administer grant funds.

- \* 1. Is each grant source separate from other agency or grant funds? -- select --
- \* 2. Do you track payments and expenditures for each grant award? -- select --
- \* 3. Does your tracking allow expenditures to be classified by the broad budget categories listed in the approved budget in your grant, i.e. Personnel, Supplies and Operating, Travel, Equipment and Professional Services? -- select --
- \* 4. Are accounting records supported by source documentation such as invoices, time sheets, etc.? -- select --
- \* 5. Do you maintain time sheets, approved by the employee, supervisor and project director for each employee paid by these grant funds? -- select --
- \* 6. Are there financial policies and procedures, specific to grants, in place to ensure that all grant requirements are met; that staff can prevent and detect misstatements; a process to maintain and safeguard all cash, real and personal property and other CATPA assets? -- select --
- \* 7. Is this grant request more than \$500,000? -- select --
- \* 8. Does this grant request include reimbursement of full-time personnel? -- select --
- \* 9. Has the Project Director for this project managed a grant within the past two years? -- select --
- \* 10. Is this grant request a New CATPA Project? -- select --
- \* 11. Do you anticipate requesting an advance of funds during the grant period? -- select --

Buttons: Save, Save & Back, Save & Next (highlighted with an orange arrow), Back, Next

Click **Save and Next** to continue.

## 9. Submission Summary

Once you have completed the CATPA Grant application, you are now ready to review the application for accuracy and completeness prior to submission. The COGMS will also be checking for accuracy and will not allow submission until all required information is complete.

You will see "No Input Required" or a Date for sections that have been completed. If information is incomplete or incorrectly entered, you will see a "Please Complete" after the application Section Name. At the bottom of the box you can also find a listing of the information which is incomplete. There are several items to look for if you are seeing "Please Complete" and cannot seem to figure out the problem. For example, any field marked with an \* must be completed. Second, make sure the Amount Requested under Applicant Information Screen matches the total project Amount in the Budget Total Request in the Budget Section. The Submit Button will remain Grey until all sections are completed correctly.

Once all Sections are complete, you can export the project application to PDF to review. Once you have reviewed the project application, close the PDF file.

Click the **Submit** button.

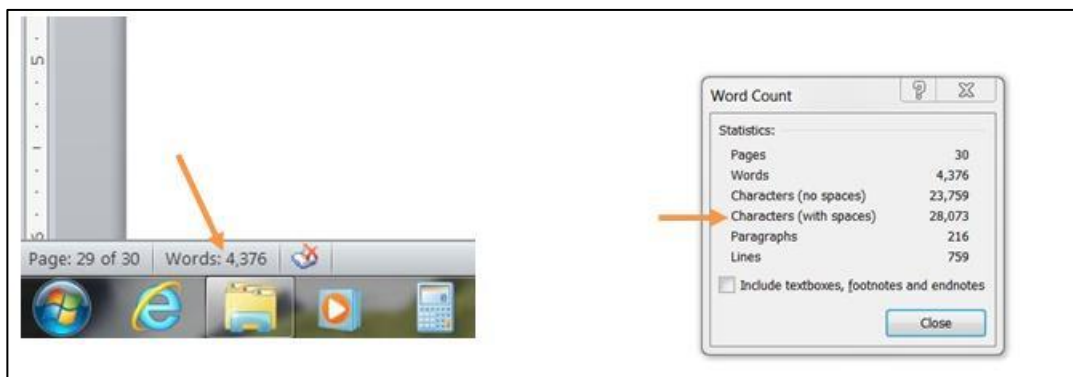
You have now submitted your application to the CATPA office. You will receive a confirmation email indicating that your project application has been submitted.

## Chapter 11. COGMS Character Limit

Many of the text boxes/fields in the CATPA grant management system are limited in the amount of text you can enter. Character limits are different than word counts; characters include every keystroke, in other words every space, punctuation and letter.

The system will give you a warning when you have exceeded the character limit, however this will only take place after you click on *Save* or *Save & Next*. To avoid having to modify your entry, you can use Microsoft Word to create your narrative and then paste it back into the system. If you have never used the character count in Word, the image below provides an example how to verify your count.

In the bottom left corner of the Word® program, click on the “Words:” tab. A pop-up box will appear and provide you with the characters in your text.



Below is a list of the character limits for each text box/field in the COGMS system:

CATPA Application	Character Limit
Goal Statement	200
Objectives	2,000
Performance Measures	2,000
Project Summary	1,000
Problem Statement	5,000
Technical Capacity	5,000
Management Capacity	5,000
Past Performance	2,000
Continuation Project Summary	2,000
Continuation Project Changes	2,000
Budget Item Details	1,000
Financial Management (Advances)	1,000

Approval Process	Character Limit
Board Response Section	2,000
Comment Boxes	1,000
<b>Reimbursement Requests</b>	
Vendor/Description	500
Progress Report Narrative	4,000
<b>Modification Request</b>	
Reason for Request	2,000
Project Revision	5,000
Budget Revision	4,000
<b>Equipment Certification</b>	
Item Description	2,000
Investigation Results	2,000



## Chapter 12. Definitions

**Activity Areas.** The application should address activities (thefts, recoveries, arrests, etc.) which occur within and outside the multijurisdictional partnership area. CATPA recognizes auto theft events and thieves oftentimes transcend jurisdictional boundaries.

1. **Partnership Area.** This is the geographical area of jurisdictional authority for all partnerships identified in the multiagency endeavor. In essence, the Partnership Area is the primary location for the applicant's activities and efforts to reduce auto theft.
2. **Non-Partnership Area.** This area is outside the geographical area of jurisdictional authority for all partnerships identified in the multiagency endeavor.

**Agreements.** CATPA requires multiagency law enforcement task force programs using proactive investigative methods to reduce the incidents of motor vehicle theft to increase the apprehension of motor vehicle thieves and persons who attempt to defraud insurance companies. Grantees must engage in written agreements with multiagency partnerships prior to application of funding from CATPA. Written agreements may be in the form of a Memorandum of Understanding (MOU), Inter-Governmental Agreement (IGA), or other written form as approved by the participating multi-jurisdictional partnerships. These agreements should include:

1. **Intra-multiagency Agreements** which identify each of the partnering agencies approving representative to engage in the grant application initiative.
2. **Inter-multiagency Agreements** which identify the adjoining and corresponding multiagency task force(s) which the grant applicant anticipates operational and administrative working relationships will determine or influence effectiveness of the proposed grant initiative.

**Analytical Products.** Analytical products include a wide variety of aids to assist in prevention, enforcement, prosecution and education related to auto theft where product formats should be tailored to the consumer's need. Products may include strategic, tactical, and operational assessments derived from a variety of analytic techniques, such as: communication analysis, crime pattern analysis, criminal business profiles, demographic/social trend analysis, financial analysis, flow analysis, geographic analysis, geospatial analysis, indicator analysis, market profiles, network analysis, problem and target analysis, results analysis, risk analysis, threat analysis, and vulnerability analysis and criminal information sharing documents. Additional information on analytical products and the role of criminal and intelligence analysts can be found at the International Association of Crime Analysts (<http://www.iaca.net/>) and the International Association of Law Enforcement Intelligence Analysts (<http://www.ialeia.org/>).

**Arrest.** An arrest is defined as an exercise, under legal authority, to take a person into custody by the reporting task force in response to a criminal charge involving auto theft. Arrests may include misdemeanor or felony offenses.

**Arrest Location.** CATPA recognizes auto theft events oftentimes transcend jurisdictional boundaries.

**Arrest Type.** There are two types of arrests that should be addressed in the CATPA application when articulating the activities of a multiagency law enforcement proposal:

1. **Physical Arrest** is an arrest of an auto theft offender, with or without a warrant, regardless of misdemeanor or felony charging.

2. **Non-physical Arrest** is an arrest of an auto theft offender via filing a court summon for a charge of auto theft, regardless of misdemeanor or felony charging.

**ATICC Search.** For purposes of the grant application, CATPA uses the Auto Theft Intelligence Coordination Center Stolen Vehicle Database Repository as a primary source for statistical information regarding the incidence of auto theft. Applicants are encouraged to use the ATICC Search, whereby directions for performing searches in the database are illustrated in the User Guide. Applicants may contact the ATICC for authentication access to the ATICC website (<https://aticc.state.co.us/>) by calling 303-239-4368. Records in the ATICC site are cataloged as they are created allowing users access to both active and inactive case records. The ATICC Search site was created to provide better, more efficient access to lost or stolen vehicle records.

**ATICC Supplemental.** The ATICC Supplemental is a graphical user interface form used within the Colorado Crime Information Center (CCIC) to capture standardized information on the report of a vehicle theft and/or recovery event. The Auto Theft Intelligence Coordination Center (ATICC) is tasked to develop, support and otherwise ensure integrity of the ATICC Supplemental database. Authorized CCIC users are encouraged to utilize this form by accessing Open Fox® Desktop.

**CALEA.** The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) is a credentialing authority (accreditation), based in the United States, whose primary mission is to accredit public safety agencies, namely law enforcement agencies, training academies, communications centers, and campus public safety agencies.

**CATPA.** CATPA is the Colorado Auto Theft Prevention Authority, created under Automobile Theft Prevention Authority Act §42-5-112 C.R.S., and is tasked with an eleven member Board to solicit, review and approve grants to qualified applicants for reduction of auto theft within the state.

**CATPA Sunset.** Since 2008, CATPA has been entrusted with stewardship of a cash fund (created in §42-5-112 C.R.S.) for fees collected from each insurer that issues a policy pursuant to §10-4-617 C.R.S. As such, CATPA is held accountable to the General Assembly and the State Treasurer for ensuring cost-effectiveness, efficiency, functionality and financial responsibility. In accordance with §42-5-112(6) C.R.S., prior to September 01, 2018, CATPA is required to submit to a Sunset Review. The Sunset Review process (§24-34-104 C.R.S.) involves CATPA's ability to provide reliable and verified evidence and information to the Department of Regulatory Agencies, Office of Legislative Legal Services, and the General Assembly's committee(s) of reference on the financial stewardship, cost-efficiency and effectiveness of CATPA funds. The Sunset Review process will result in specific legislation for CATPA's termination, continuation, or reestablishment. Furthermore, CATPA is required to submit to financial audits by the State Auditor consistent with §42-5-113 C.R.S. Lastly, the CATPA Board and the CATPA Office is tasked to safeguard qualitative and quantitative allocation of CATPA funds in accordance with the spirit and letter of statutory authority in §42-5-112 C.R.S.

**Case Management System Policy.** It is the CATPA policy that task force commanders responsible for criminal investigations will establish and follow case management procedures consistent with professional standards (e.g., CALEA) to make the most effective use of limited resources. The task force commanders will describe minimum investigative case management procedures.

**CCIC.** Colorado Crime Information Center (CCIC) is the statewide criminal justice computer system which delivers criminal justice information to law enforcement and criminal justice agencies in the effort to protect the citizens within our communities. CCIC allows Colorado law enforcement agencies to obtain information such as, but not limited to, statewide and national warrants, criminal history records, driver's license information, missing persons, protected parties, stolen property, sex offenders, and intelligence information. CCIC is available twenty-four hours a day, 365 days a year. Each criminal justice agency accessing all of these databases is required to be audited by the Colorado Bureau of Investigations on a triennial cycle to ensure the highest quality of information is available to our criminal justice partners.

**CJIS.** The Criminal Justice Information Services Division (CJIS) is a division of the United States Federal Bureau of Investigation (FBI). The CJIS was established in February 1992 and it is the largest division in the FBI. A computerized criminal justice information system that is a counterpart of FBI's National Crime Information Center (NCIC) is centralized in Washington D.C., and is maintained by Department of Justice (DOJ) in each state. It is available to authorized local, state, and federal law enforcement and criminal justice agencies via any of the three law enforcement communication systems – National Law Enforcement Telecommunications System (NLETS), a more localized state criminal information system (name varies by state), and the International Law Enforcement Telecommunications System (INLETS). Usually CJIS offers a much wider range of information nationwide and more precise inquiry search parameters than NCIC. CJIS consists of several databases and one subsystem, and its retrieval and update capabilities are online.

**CLEAR.** The Colorado Crime Information Center (CCIC) provides event and case deconfliction for officer safety and enhanced intelligence through an application called CLEAR. CLEAR allows CCIC users to deconflict locations, vehicles and persons.

**COGMS.** The Colorado Grant Management System (COGMS) is an online system, used by CATPA, to apply, award and track all CATPA funds delivered under the Automobile Theft Prevention Authority Act §42-5-112 C.R.S..

**Criminal Enterprising.** Organized crime and often criminal organizations are a group of terms which categorize transnational, national, or local groupings of highly centralized enterprises run by criminals, who intend to engage in illegal activity involving auto theft, most commonly for monetary profit.

**Enforcement Models.** The interactions of various enforcement models illustrate inherent differences in the operation, supervision, and attention to the problem of auto theft. The model, or a combination of models, is chosen by the project director, and their partnership stakeholders, to accommodate business practices or otherwise countermeasure auto theft within the realm of the community and service organizations' capacities. For the purpose of CATPA grant applications, the following terms are used: Informal Deployment Program Mode, Problem Oriented Directed Model, Analytically Oriented Directed Model, Saturation Patrol Model, Investigative/Intelligence-Led Policing Model.

1. **Informal Deployment Program Model.** This model is centered on deployment of equipment or personnel based on a programmatic style of deployment. In this model, some projects have acquired funding to purchase auto theft equipment, e.g., automated license plate readers, etc., and deployed them based on a program that identifies a direct relationship to deal with the

crime of auto theft. In some of these equipment programs, decisions are made to deploy the equipment to hot-spot areas, patrol and/or non-patrol personnel and/or leveraging technology to advance the identification, apprehension, arrest and location of stolen vehicles. An example is the procurement of automated license plate reader systems which were used by patrol and non-patrol personnel. Other projects have used the informal deployment program model to staff uniform and/or non-uniform personnel funded specifically to locate stolen vehicles, expend minimal effort in follow-up investigations, and seek auto theft offenders. This model has been used for high visibility patrol activities, engage suspect-oriented patrols, deploy auto theft apprehension tools (e.g., automated license plate reader systems, GPS trackers, etc.) and/or surveillance operations. Typically, officers working in this model are provided with overtime opportunities for guidance and/or equipment with a general instruction on pursuing resource-intensive tactics, such as public education, decoys or bait vehicles, saturation patrols, and responses.

2. **Problem Oriented Directed Model.** This model employs the use of a team or group of officers primarily tasked to intervene in patterns, problems or major auto theft crimes. These officers are typically detached from regular patrol services, so as not to be distracted from their mission. Some of these teams or groups have traditionally been referred to as “impact” or “proact” teams, as they traditionally utilize tactical actions. This model reacts to the incidence of auto theft activities and is valued at immediate results-orientation to the identification, detection and arrest of a stolen vehicle operated by an auto thief and/or the ability to recover stolen vehicles. In many of these projects, personnel are deployed for the primary intention to detect auto thieves and recover stolen vehicles. Tactically, personnel use traditional or intelligence-led policing efforts to patrol hot-spot crime/recovery areas and/or utilize active investigative methods. Directed patrol models rely heavily upon the individual or small group (2-4) deployment of personnel to affect activities, unless circumstances warrant a large scale operation. Many operations of directed patrol will engage the use of operational planning to document the purpose, expectations, procedures and assignment of personnel.
3. **Analytically Oriented Directed Model.** This model centralizes the activities of patrol and/or investigative personnel for attention on crime analytical products illustrating crime trends, patterns and series of auto theft events, including predictive analysis, offender/suspect relationships, target vehicles, locations and environmental conditions of a vehicle theft/recovery or suspect/association location(s). This model employs the use of a crime analyst to explicitly recommend assignments and tactics of enforcement efforts, which assigned personnel are expected to follow, unless a supervisor countermands. This model is used in combination with other models, however, the singular use of the model requires a large amount of time and effort for completing the analytical processes, which may create lag periods of personnel attention when activities are not on-going and consistent. Use of this model was formally introduced in 1994 in New Orleans and later in 1995 by the New York Police Department and is known in world-wide policing today as “ComStat.”
4. **Saturation Patrol Model.** This model primarily reacts, and at times is proactive, to the incidence of auto theft and is valued for high visibility, team orientation, and immediate results to auto thieves’ apprehension and recovery of stolen vehicles. In many of these projects, personnel are deployed for the primary intention to patrol or stakeout high crime locations, identify and follow up on cases, apprehended offenders and locate stolen vehicles. Tactically, personnel are deployed in a group or team and use traditional and/or intelligence-led policing efforts to saturate a high crime area, coordinate with other specialized enforcement personnel and/or units (e.g., special weapons and tactics, burglary, drugs, gangs, robbery, etc.) to target high



profile or habitual offenders, use informants to identify offenders or auto theft crime trends/events, and deploy moderate levels of latent investigative methods.

5. **Investigative/Intelligence-Led Model.** This model is based on an applied science embracing the study of available facts or circumstantial information to prevent and otherwise reduce the incidence of auto theft. Investigative techniques typically absorb a high degree of personnel time and effort to identify, locate, develop associations, determine the methods of operations, and motive(s) of offenders. The scientific model uses investigative processes complying with applicable criminal laws and administrative procedures which normally result with intensive or substantial fact accumulation to resolve findings. This model is normally required to build “large scale” investigative findings to adjudicate prolific/habitual offenders, criminal enterprises and organized criminals. The timing and pace of investigative of this model is longer than that of other models as it normally requires more time, increased personnel efforts, and use of methodical processes which results in a slow pace of a “case” to be completed. Unlike other models, this model can open a “case” that may eventually identify a large number of stolen vehicles, suspects, interested persons, witnesses, interviews/interrogations, and locations. This model uses criminal investigative techniques to provide searches, interviews, interrogations, evidence collection, preservation methodologies, forensic science and other methods of investigation. This model can be viewed as proactively based as it uses offender profiles, collates method of operations (modus operandi), factors of intelligence based crime analysis driven. In summary, this model is considered a low risk (slow and methodical) and with a high frequency of production (multiple offenders, vehicles locations, etc. as a result).

**First Time Violator.** A person charged with the crime of auto theft with no prior charges of auto theft.

**Joyriding Event.** Joyriding is the unlawful driving a motor vehicle with no particular criminal intent to commit other crimes; the vehicle is taken solely for pleasure.

**Major Case Investigations.** A major criminal investigation involves criminal activities of auto theft requiring substantial commitment of resources due to the nature, complexity and involvement of multiple suspects.

**Monthly CATPA Statistical Report Form.** CATPA grantees are required to submit standardized monthly statistics for evaluation, progress and efficiency of grant funds. Grant project directors, or their assignees, must utilize the secured ATICC website to perform entries for monthly reporting. Applicants may contact the ATICC for authentication access to the ATICC website (<https://aticc.state.co.us/>) by calling 303-239-4368.

**NICB.** The National Insurance Crime Bureau (NICB) is a not-for-profit organization that receives support from nearly 1,100 property and casualty insurance companies and self-insured organizations. The NICB partners with insurers and law enforcement agencies to facilitate the identification, detection and prosecution of insurance criminals. NICB theft and fraud awareness facts and information can be accessed via [https://www.nicb.org/theft\\_and\\_fraud\\_awareness](https://www.nicb.org/theft_and_fraud_awareness).

**NIBRS.** The National Incident Based Reporting System (NIBRS) is an incident-based reporting system for crimes known to the police. NIBRS reports may be accessed via <http://www.fbi.gov/stats-services/crimestats>. For each crime incident coming to the attention of law enforcement, a variety of data are collected about the incident. These data include the nature and types of specific offenses in the

incident, characteristics of the victim(s) and offender(s), types and value of property stolen and recovered, and characteristics of persons arrested in connection with a crime incident. The annual Crime in Colorado report is a compilation of crime statistics submitted to the Colorado Bureau of Investigation (CBI) by Colorado law enforcement agencies through the national Uniform Crime Reporting (UCR) Program. The Crime in Colorado reports may be accessed via <https://www.colorado.gov/pacific/cbi/crime-colorado1>. Per Colorado Revised Statute 24-33.5-412.(5), each Colorado law enforcement agency is required to submit their crime and arrest data to the CBI. The data published on the statewide and individual agency statistics pages are published according to the national UCR Summary Hierarchy rules. The data published on the Incident Based pages is published according to the national UCR NIBRS reporting and counting guidelines. NIBRS uses two groups for reporting offense categories:

#### Group A Offenses

- |   |                                    |
|---|------------------------------------|
| 1. Arson                                    | 12. Homicide                       |
| 2. Assault                                  | 13. Kidnapping/Abduction           |
| 3. Bribery                                  | 14. Larceny                        |
| 4. Burglary/Breaking and Entering           | 15. Motor Vehicle Theft            |
| 5. Counterfeiting/Forgery                   | 16. Pornography/Obscene Material   |
| 6. Destruction/Damage/Vandalism of Property | 17. Prostitution Offenses          |
| 7. Drug/Narcotic Offenses                   | 18. Robbery                        |
| 8. Embezzlement                             | 19. Sex Offenses, Forcible         |
| 9. Extortion/Blackmail                      | 20. Sex Offenses, Non-forcible     |
| 10. Fraud                                   | 21. Stolen Property Offenses/Fence |
| 11. Gambling                                | 22. Weapon Law Violations          |

#### Group B Offenses

- |   |                                |
|---|--------------------------------|
| 1. Bad Checks                           | 6. Family Offenses, Nonviolent |
| 2. Curfew/Loitering/Vagrancy Violations | 7. Liquor Law Violations       |
| 3. Disorderly Conduct                   | 8. Peeping Tom                 |
| 4. Driving Under the Influence          | 9. Trespass of Real Property   |
| 5. Drunkenness                          | 10. All Other Offenses         |

**Opportunistic Auto Thief.** An auto theft crime(s) of opportunity committed without planning when the perpetrator sees the chance to commit the act with little or no premeditation.

**Participating Agency.** A Participating Agency is a partnership agency in the multiagency auto theft program which has part-time or full-time personnel assigned to program. The assignment of personnel to the task force may or may not be dependent upon CATPA funds (i.e., funded by the participating agency, or partial/full-funding by the CATPA grant). However, partnership agencies receiving overtime funds as their primary involvement in the multiagency auto theft program are not considered a Participating Agency.

**Partnership Agency.** A Partnership Agency is an agency in the multiagency auto theft program which supports the program's initiatives and activities. A Partnership Agency may receive CATPA funds to support or facilitate the goals, objectives and activities of the multiagency auto theft program.

**Previous Violator.** A person arrested and charged with the crime of auto theft where the same person has a minimum of one prior charge of auto theft. (Note: This definition is not consistent with the Habitual Offender Statute under Section 18-1.3-406 C.R.S., as the intention of CATPA is to begin identifying previous violators of auto theft.)

**Public Education.** To modify changes of observable human behavior by use of education to the viable threat and prevention and impact of auto theft crime(s).

**Public Information.** To provide awareness to the general public of the consequences, costs, prevention techniques and impact of auto theft crime(s).

**Puffer.** This is a slang term originating from the interrogation of arrested auto theft suspects who have described how they identify vehicles that are left running and unattended that they can steal. The term originates from the visible exhaust rising from the vehicle to identify it at a distance. In accordance with C.R.S. §42-4-1206, Unattended Motor Vehicle, “No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, and effectively setting the brake thereon, and, when standing upon any grade, said person shall turn the front wheels to the curb or side of the highway in such a manner as to prevent the vehicle from rolling onto the traveled way. Any person who violates any provision of this section commits a class B traffic infraction.”

**Puffer Auto Theft.** Puffer auto theft is when a motor vehicle theft occurs by the means of the stolen vehicle being left unattended with the engine running (puffer).

**Recovered Stolen Vehicle.** CATPA is interested in the recovery of stolen vehicles, however, the following types of recovery are necessary to identify the level of recovery.

1. **Complete Vehicle Recovery** occurs when all assigned derivative vehicle identification numbers assigned by the manufacturer to the stolen vehicle have been found regardless of the dismantling or damage to the vehicle or its parts.
2. **Partial Vehicle Recovery** occurs when one or more sections, portions or parts of a vehicle, identified by an assigned derivative vehicle identification number as assigned by the manufacturer to the stolen vehicle, have been found.
3. **License Plate Recovery** occurs when a stolen license plate has been recovered, regardless of its condition or location of recovery.

**RISS and RISSNET.** The Regional Information Sharing Systems (RISS) Program is a federal-grant project administered by the Bureau of Justice Assistance (BJA), Department of Justice. RISS provides services and resources that directly impact law enforcement’s ability to successfully resolve criminal investigations and prosecute offenders while providing the critical officer safety event deconfliction necessary to keep the men and women of our law enforcement community safe. RISS serves thousands of local, state, federal, and tribal criminal justice agencies in their effort to identify, detect, deter, prevent, and solve criminal and terrorist-related investigations. Through its RISS Secure Law Enforcement Cloud (RISSNET™), information and intelligence sharing resources, investigative support and analytical services, and deconfliction, RISS has enabled agencies and officers to increase their success exponentially. RISS supports efforts against organized and violent crime, gang activity, drug activity, terrorism, human trafficking, identity theft, and other regional priorities, while promoting officer safety. RISS offers full-service delivery from the beginning of an investigation to the ultimate prosecution and conviction of criminals.

**RMIN.** Rocky Mountain Information Network (RMIN) is a federal-grant project administered by the Bureau of Justice Assistance (BJA), Department of Justice. The Arizona Department of Public Safety serves as the grantee for the RMIN program, which is one of six federally-funded regional projects

comprising the Regional Information Sharing System (RISS). RMIN serves more than 15,000 law enforcement officers from more than 1,046 agencies in the Rocky Mountain region to include Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming, and the Canadian provinces of Alberta, British Columbia, and Saskatchewan. It provides vital support to law enforcement agencies in the detection, enforcement, and prosecution of multijurisdictional criminal activities that traverse local, state, and national boundaries within the RMIN region. It also provides members an on-line state-of-the-art network of criminal intelligence databases that can be queried 24 hours a day using a secure link via the Internet. Furthermore, RMIN assists officers with analytical resources for case preparation, charts for courtroom display, computer forensics, financial analysis and other analytical products. RMIN also publishes a monthly law enforcement bulletin that provides pertinent, timely information to member agencies. Member agencies are also assisted by RMIN in obtaining intelligence and investigative-related training as RMIN provides individual and co-sponsored training support for conferences and workshops. RMIN also provides assistance to member agencies by loaning technical surveillance, investigative and communications equipment to RMIN members.

**Stolen Vehicle.** A vehicle for which a law enforcement theft report has been filed in the Colorado Crime Information Center (CCIC) in the stolen vehicle file and the whereabouts are unknown. The vehicle was not returned after it had been loaned, rented, or leased and was reported as a theft, or a filed complaint results in the issuance of a warrant charging embezzlement or theft. Generally, the theft of a license plate is not considered a stolen vehicle for the purpose of CATPA's definition, as it is an article assigned to a motor vehicle. There are two types of stolen vehicles categories defined by CATPA:

1. **Complete Vehicle Theft.** The complete vehicle theft occurs when all assigned derivative vehicle identification numbers assigned by the manufacturer to the stolen vehicle have been stolen regardless of the dismantling or damage to the vehicle or its parts.
2. **Partial Vehicle Theft.** The partial vehicle theft occurs when one or more sections, portions or parts of a vehicle, identified by an assigned derivative vehicle identification number as assigned by the manufacturer, have been stolen.

### **Qualified Applicant**

1. **Multagency Investigative/Enforcement/Prosecution Projects.** Qualified applicant agencies include state and local law enforcement or prosecution agencies, multijurisdictional task forces, and any non-profit National Insurance Crime Bureau task forces that operate in Colorado. Projects may include investigative, enforcement and prosecution activities, including overtime costs. Objectives for projects could include reducing the number of thefts; increasing arrests of persons suspected of motor vehicle thefts, including defrauding insurance companies; identifying and apprehending organized auto theft rings; increasing recoveries and prosecution of auto thieves, and improving analytic data analysis to enhance auto theft arrests. This grant program encompasses farm and construction equipment thefts as well as motor vehicles used over-the-road.
2. **Crime Prevention and Public Awareness Programs.** Qualified applicants include any Colorado law enforcement agency, any state, county or municipal agency, prosecution offices, registration and title clerks, school districts, non-profit and for-profit organizations that have an effect on motor vehicle theft prevention. This grant category is intended to encourage projects that promote crime prevention efforts, activities, and public awareness campaigns that are intended to reduce the number of victims of motor vehicle theft. One of the objectives of prevention and awareness programs should be to reduce the public's victimization by motor vehicle theft and

fraud crimes. Members of the CATPA Board encourage agencies in Colorado to continue the promotion of the Lockdown campaign. Grants for projects designed to use the Lockdown Your Car program are encouraged in this category. Please visit their website for more information. [www.lockdownyourcar.org](http://www.lockdownyourcar.org)

3. **Professional Training.** Qualified applicant agencies include any law enforcement, motor vehicle regulatory or prosecutorial agency; county title and motor vehicle registration clerks; port-of-entry offices. Grants will be considered for the purpose of providing professional training and development to law and regulation enforcement officers, employees, or prosecutors. Tuition and travel expenses will be considered. Training grant requests should indicate whether the training benefits a multijurisdictional theft prevention strategy. Training must be specific to motor vehicle theft.
4. **Prosecution Support.** Qualified applicant agencies are prosecution offices. Funds can be used to increase auto theft case prosecution capacity and efficiency.
5. **First-Time Offender Programs.** Qualified applicant agencies include prosecution offices, non-profit organizations, law enforcement agencies, and community corrections programs. Grants for projects designed to prevent future criminal behavior by first-time offenders will be considered. The term, “first-time offenders” encompasses those who have been convicted one time of any vehicle theft or theft-related insurance fraud charge.



## **Chapter 13. Reporting Requirements**

In addition to the measurement reporting outlined in the COGMS grant application, multiagency grantees will be required to submit reports to the CATPA Office. These reports are intended to provide uniformity, consistency and standardization amongst all the CATPA initiatives. The Reporting Requirements have been developed to assist in the validation of, demonstrate efficiency, record effectiveness and value-based return in using the CATPA funds. CATPA will utilize these reports for monitoring the effect of programs upon the prevention, reduction or overall effect to the CATPA funds related to the incidence of auto theft in the State.

## A. Multiagency Reporting Requirements

In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded multiagency enforcement funding will be required to submit the following reports and/or documents.

1. **Multiagency Agreement.** Each applicant applying for a multiagency grant application must provide a copy of any existing Inter- and/or Intra-Multiagency Agreement(s) with partnership agencies to the CATPA Office. These agreements will be reviewed as a portion of weighting to the Technical Capacity Evaluation. Key elements of the Agreement(s) will be:
  - a.) Type of Agreement (Intra- or Inter-)
  - b.) Signatures of Partnership Representatives
  - c.) Acknowledgement in the participation of the initiative(s) selected within the COGMS grant application.
  - d.) Authorizations, permissions, notifications, limitations or conditions expressed within the Agreement pertaining to the grant application.
  
2. **Policy, Procedure or Protocols.** Each applicant is required to submit a copy of approved, prospective or otherwise established policy, procedure, or protocol in which the multiagency task force operates upon. These policies, procedures or protocols will be reviewed as a portion of weighting to the Technical Capacity Evaluation. Key elements of interest may include:
  - a.) Mission Statement
  - b.) Authority
  - c.) Operational Policies
    - 1) Records Retention
    - 2) Assignment of Personnel
    - 3) Case Management System
    - 4) Case Deconfliction (Use of RISSNET)
    - 5) Case Referrals (To/From other agencies or task forces)
    - 6) Use of Informants
    - 7) Use and Control of Payment for Information and Evidence (P.E.P.I.) Funds
    - 8) Use of GPS Trackers
    - 9) Use of Automated License Plate Readers
  - d.) Media Relations
  - e.) Use of Analytics for Enforcement and/or Investigation
  
3. **Statistical Information Reporting to ATICC.** Each enforcement, prosecution and analytics initiative funded by CATPA will require a statistical monthly report to be submitted to the Auto Theft Intelligence Coordination Center. These statistical reports will be used for benchmarking purposes on the endeavors related to financial cost-benefit analysis of CATPA funding. The monthly statistical report will involve the grantee's assigned area activities to include the number of:
  - a.) Case Assignments. The task force will include a breakdown of total cases reviewed, pending investigation, assigned active status, pending further leads and closed.
  - b.) Puffer Auto Thefts. The task force may use a sampling base from the task force area or actual numbers from assigned task force cases.
  - c.) Complete Stolen Vehicles Recovered. The task force will include the number of complete stolen vehicles recovered, not including partial or license plate recoveries. In addition the task force will report the number of stolen vehicles recovered within the task force area and those recovered outside the task force area.




- d.) Arrests of Auto Theft Offenders. The task force will include the number of auto theft arrests, classified by misdemeanor and/or felony, resulting from an assigned task force investigation. In addition, the task force will report the number of arrests inside the task force area and those outside the task force area.
  - e.) First Time Violators. The task force will report the number of first time offenders arrested and charged with the crime of auto theft as a result of an assigned task force investigation.
  - f.) Major Case Investigations. The task force will report the number of major case investigations currently assigned within the task force.
  - g.) Business Inspections. The task force will report the number of business inspections conducted within the task force area. These business inspections will identify the type of businesses (e.g., salvage yards, tow-only yards, car dealerships, etc.).
  - h.) Cases Filed. The grantee will report the number of auto theft cases filed involving CATPA task forces or programs and those to non-CATPA funded agencies, task forces or programs.
  - i.) Grand Jury Sessions. The grantee will report the number of auto theft cases filed to a grand jury session. These sessions will identify those cases that were CATPA task force cases and those that were non-CATPA task force cases.
  - j.) COCCA Auto Theft Cases. The grantee will report the number of COCCA auto theft cases. This report will identify those cases that were CATPA task force cases and those that were non-CATPA task force cases. In addition, the report will identify the number of COCCA cases that are pending prosecution, charges filed, dismissed or not filed, and those where a conviction was obtained.
  - k.) Auto Theft Defendants. The grantee will report the number of auto theft defendants in the process of adjudication. This report will include the number of defendants charged with auto theft, those charges, those where charges were dismissed or not filed, and those who were convicted.
  - l.) Bait Car Operations. Grantees utilizing Bait Cars procured under CATPA funding shall report the number of operations, time of deployment and number of arrests affected.
  - m.) Automated License Plate Readers. Grantee's utilizing automated license plate readers shall report the number of hours the devices were deployed, number of vehicles read, number of stolen vehicles identified and number of complete stolen vehicle recoveries.
  - n.) Major Auto Theft Violators. Enforcement grantees shall report the key identifiers of major auto theft violators, who have been charged by the task force with the crime of auto theft more than five (5) times within the past three (3) years. The key identifiers shall include the task force case number, date of charging, name and date-of-birth of the violator and the crime(s) charged (using the NIBRS crime classification).
4. **CCIC ATICC Supplemental Report.** Each multiagency task force is required to work towards completing the CCIC ATICC Supplemental form on every stolen vehicle identified in the investigation of an assigned Task Force case. The completion of the CCIC ATICC Supplemental form may be accomplished through the use of Open Fox®, other electronic transmission interface to CCIC, or direct electronic submission to the Stolen Vehicle Database Repository.
  5. **CATI Meeting Attendance.** Each auto theft investigator funded by this CATPA grant is required to attend a minimum of six (6) of the twelve (12) monthly CATI meetings per year.

## B. Prevention – Public Education & Information Reporting Requirements

In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded prevention education funding will be required to submit the following:

1. **Pre-Campaign or Program Report.** The Grantee will provide a report to the CATPA Office on the development of an educational campaign or program not less than 60 days prior to the campaign or program deployment. This report will include the following elements related to the prevention educational campaign or program:
  - a.) Campaign or Program Title (e.g., Puffer Campaign, Lockdown/Lowdown, etc.),
  - b.) Problem Statement,
  - c.) Target Audience,
  - d.) Project Overview, including:
    - 1) Brief description of the campaign or program,
    - 2) Use and identity of subject matter experts (viz., committee or advisory group),
    - 3) Level and/or scope of commitment(s) from other CATPA Grantees,
    - 4) Partnerships anticipated or needed (i.e., non-CATPA grantees, news stations, public information personnel, community action groups, etc.),
    - 5) Level and/or scope of commitment requested from the CATPA office,
    - 6) Timeline (e.g., Gantt Chart), and
    - 7) The anticipated impact or outcome(s) with the target audience.
2. **Interim Campaign or Program Updates.** The Grantee will provide updates on the educational campaign or program to the CATPA Office. These updates may be submitted electronically (via email) and include news releases, articles, observations, opinions, summations or narrations.
3. **Post-Campaign or Program Report.** The Grantee will provide a report to the CATPA Office on the outcome of the educational campaign or program. This report will include the following elements related to the prevention educational campaign or program.
  - a.) Title,
  - b.) Problem Statement,
  - c.) Target Audience,
  - d.) Campaign or Program Summary, including:
    - 1) Brief description of the campaign or program,
    - 2) Post-Campaign/Program comments, concerns, and/or recommendations from the subject matter experts (viz., committee or advisory group),
    - 3) Level of participation from other CATPA Grantees,
    - 4) Level of participation with non-CATPA grantees (i.e., news stations, public information personnel, community action groups, etc.),
    - 5) Level of participation from the CATPA office, and
  - e.) Campaign or Program Outcome, including:
    - 1) Opinions, observations and summations of the campaign or program's influence upon observable risk behaviors involving auto theft (e.g., puffing, keys left in vehicle, vehicle left unlocked, etc.), and
    - 2) Any variances or effects the campaign or program had upon the observable risk behaviors of auto theft. This may be compiled from statistical or criminal analysis methods using summation records directly related to auto theft (viz., stolen/recovered vehicles, arrests, prosecutions, adjudications, probation, target audience surveys, etc.).



**CATPA**  
 Colorado Auto Theft  
 Prevention Authority  
Department of Public Safety

## Pre-Program Public Prevention Report

Revised 07/15/2014

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**Pre-Program Report**

*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded prevention education funding will be required to submit the Pre Program Report to the CATPA Office. This report must be submitted **no less than 30 days prior to the program deployment**. No activities may take place prior to CATPA approval.*

Grantee

Date Submitted

Program Title

Purpose

Target Audience

Start Date

End Date

Subject Matter Experts

☐ CATPA Board Member(s)

☐ CATPA Office

☐ CATPA Grantee Director(s)

☐ CATPA Grantee Investigators

☐ CATPA Analysts

☐ Advisory Panel

☐ Other

Brief Description

Anticipated Impact

Partnerships Expected

Level of Commitment from CATPA Office

☐ Low

☐ Marginal

☐ High

Submitted By

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**CATPA Office Use Only**

Approved


☐ Yes

☐ No

Received By

▼

Date



**CATPA**  
 Colorado Auto Theft  
 Prevention Authority  
Department of Public Safety

## Post-Program Public Prevention Report

Revised 07/15/2014

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*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded prevention education funding will be required to submit the Post Program Report to the CATPA Office. This report must be submitted **no more than 30 days** after the completion of the public information and education prevention program.*

Grantee

Date Submitted

Program Title

Purpose

Target Audience

Start Date

End Date

Brief Description

Program Impact

Partnerships and Participation with Grantees

Level of Commitment from CATPA Office

☐ Low
 ☐ Marginal
 ☐ High

Submitted By

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**CATPA Office Use Only**

Comments

Received By

Date

## C. Training Reporting Requirements

In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded training funds will be required to submit additional reporting requirements to ensure the training funds are used for auto theft training pursuant to the funding initiative.

1. **Individual Training Course Funds.** Individual Training Course Funds may be awarded to a Grantee for allowing the Grantee's personnel to attend specialized training in auto theft through CATPA funding, viz. not otherwise defined by Group Training Program Funds. When a Grantee has been awarded Individual Training Funds, the Grantee shall report the use of these funds in accordance with the reporting procedures in COGMS.
2. **Group Program Funds.** Group Training Program Funds may be awarded to a Grantee for allowing auto theft training to be sponsored, facilitated, or otherwise hosted through the partial or complete use of CATPA funds. Group Training Program Funds may include conferences, statewide/localized training, or specialized training sponsored by the Grantee using CATPA funding. The Grantee will provide a report to the CATPA Office on the planning and evaluation of the Group Training Program. These reports will include the following elements related to the Group Training Program:
  - a.) **Planning Report**, submitted to the CATPA Office no less than 30 days prior to the planned group training program, including:
    - 1) Title of the Conference or Training Program,
    - 2) Planned Presenter(s),
    - 3) Target Training Date(s),
    - 4) Nexus to Auto Theft (e.g., how the training relates to auto theft prevention, identification, detection, arrest, adjudication, etc.)
    - 5) Training Validation (e.g., Needs Assessment, survey, or narrative justification that validates the need for the training),
    - 6) Training Conference/Program Certification (e.g., P.O.S.T., I.A.A.T.I., I.A.L.E.I.A., I.A.C.A., etc.)
    - 7) Target Audience, and
    - 8) Proposed Training Evaluation Instrument(s).
  - b.) **Evaluation Report**, submitted to the CATPA Office no more than 30 days after the completion of the group training program, including:
    - 1) Title of the Conference or Training Program,
    - 2) Actual Presenter(s),
    - 3) Training Date(s),
    - 4) Attendance Record (identify CATPA Grantee Personnel),
    - 5) Training Evaluation Analysis (namely, Presenter(s) Rating, Curriculum Rating, Classroom/Environment Rating), and
    - 6) Training Coordination Brief (a short summation of the Grantee's perspective as to the effectiveness of this training/conference and any lessons learned).



**CATPA**  
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Prevention Authority  
Department of Public Safety

## Training Planning Report

Revised 07/15/2014


*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded training funds will be required to submit additional reporting requirements to ensure the training funds are used for auto theft training pursuant to the funding initiative and CATPA legislation. Group training program funds may be awarded to a Grantee for allowing auto theft training to be sponsored, facilitated, or otherwise hosted through the partial or complete use of CATPA funds. A group training program may include conferences, statewide/localized training, or specialized training sponsored by the Grantee using CATPA funding. CATPA requires the Grantee to submit this report to the CATPA Office for authorization no less than 30 days prior to the planned group training program. Grantee may not confirm, book or solicit group training programs prior to CATPA approval.*

Grantee	<input type="text"/>	Date Submitted	<input type="text"/>
Training Title	<input type="text"/>	Type	<input type="text"/>
Location	<input type="text"/>		
Address	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>
Presenter(s)	<input type="text"/>		
Nexus to Auto Theft	<input type="text"/>		

Training Validation	<input type="checkbox"/> Training Survey	<input type="checkbox"/> Needs Assessment
	<input type="checkbox"/> Other	<input type="text"/>
Certification	<input type="checkbox"/> POST	<input type="checkbox"/> IAATI
	<input type="checkbox"/> IALEIA	<input type="checkbox"/> IACA
	<input type="checkbox"/> None	<input type="checkbox"/> Other
	<input type="text"/>	
Target Audience	<input type="checkbox"/> Patrol Officers	<input type="checkbox"/> Auto Theft Investigators
	<input type="checkbox"/> Auto Theft Supervisors	<input type="checkbox"/> Auto Theft Analysts
	<input type="checkbox"/> Other	<input type="text"/>
Submitted By	<input type="text"/>	
Training Evaluation	<input type="radio"/> Yes	<input type="radio"/> No
Is Evaluation Attached?	<input type="radio"/> Yes	<input type="radio"/> No
Comments	<input type="text"/>	

### CATPA Office Use Only

Approved	<input type="radio"/> Yes	Comments	<input type="text"/>
	<input type="radio"/> No		



**CATPA**  
Colorado Auto Theft  
Prevention Authority  
Department of Public Safety

## Training Evaluation Report

Revised 07/15/2014

*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded training funds will be required to submit additional reporting requirements to ensure the training funds are used for auto theft training pursuant to the funding initiative and CATPA legislation. Group training program funds may be awarded to a Grantee for allowing auto theft training to be sponsored, facilitated, or otherwise hosted through the partial or complete use of CATPA funds. A group training program may include conference, statewide/localized training, or specialized training sponsored by the Grantee using CATPA funding. CATPA requires the Grantee to submit this report to the CATPA Office for authorization no more than 30 days after the completion of the group training program.*

Grantee	<input type="text"/>	Date Submitted	<input type="text"/>
Training Title	<input type="text"/>	Type	<input type="text"/>
Location	<input style="height: 20px;" type="text"/>		
Total Attendees	<input type="text"/>	CATPA Task Force Attendees	<input type="text"/>
Start Date	<input type="text"/>	End Date	<input type="text"/>

---

**Presentation Overall Rating**

☐ Unsatisfied
 ☐ Satisfied
 ☐ Very Satisfied

---

**Curriculum Overall Rating**

☐ Unsatisfied
 ☐ Satisfied
 ☐ Very Satisfied

---

**Environment Overall Rating**

☐ Unsatisfied
 ☐ Satisfied
 ☐ Very Satisfied

---

**Training Coordinator Brief**

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**CATPA Office Use Only**

Received By	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		

## D. Prosecution Reporting Requirements

In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded prosecution funding will be required to submit the following on a monthly basis to the CATPA Office. These reporting requirements may be submitted via COGMS in quarterly reporting, if character limits permit.

1. **Cases Screened.** This includes the total number of cases in which the Prosecution Initiative (including investigators, staff and/or prosecutors) reviewed or screened. The term “screened” is not intended to establish adoption or acceptance of a case for prosecution, but merely the number of cases in which the Prosecutor has reviewed involving CATPA task forces or programs and those to non-CATPA funded agencies, task forces or programs.
2. **Intake Summary.** This includes the total number of cases where the Prosecution Initiative has made a determination on the status of a case presented for prosecution. An “intake” does not include all cases that may be screened, but those which were presented to a prosecutor and the prosecutor made a determination to accept, return or decline the case for prosecution.
  - a.) **Legal Sufficiency.** These are cases that are analyzed by the prosecutor to determine whether or not the investigation supports establishing the elements of the offense.
    - **Returned Cases.** This is the number of cases the prosecutor has returned to an investigator(s) as the elements of the offense to the crime need to be established, investigative leads exhausted or evidence needs to be further developed for probable cause.
    - **Declined Cases.** This is the number of cases the prosecutor has declined as the prosecutor does not believe the investigation(s), as presented, supports the elements of the offense to the crime. In these cases, there appears to be no further investigative leads and the case may be declined pending further development of leads, information and/or evidence.
    - **Accepted Cases.** This is the number of cases the prosecutor believes the investigation(s), evidence and information supports the belief that the elements of the offense to the crime are supported.
  - b.) **System Efficiency.** These are cases that are analyzed by the prosecutor to determine whether or not the investigation supports a probable cause determination.
    - **Returned Cases.** This is the number of cases the prosecutor believes the case needs further investigation to develop or otherwise exhaust leads to support the probable cause for obtaining a successful conviction.
    - **Declined Cases.** This is the number of cases the prosecutor believes there is not sufficient probable cause from the evidence and information to successfully obtain a conviction for the charges. These cases have established the elements of the offense, however, there appears to be no further investigative leads and the case may be declined pending further development of leads, information and/or evidence.
    - **Accepted Cases.** This is the number of cases the prosecutor believes the evidence and information supports aspects of probable cause for a successful conviction.
  - c.) **Trial Sufficiency.** These are cases that are analyzed by the prosecutor to determine whether or not the investigation supports sustaining a conviction at trial.
    - **Returned Cases.** This is the number of cases the prosecutor believes the case needs further investigation to develop or otherwise exhaust leads to support a conviction at trial.
    - **Declined Cases.** This is the number of cases the prosecutor believes there is not sufficient probable cause from the evidence, information and investigation to successfully obtain a conviction.



- **Accepted Cases.** This is the number of cases the prosecutor believes there is sufficient probable cause from the evidence and information to successfully obtain a conviction for the charges.
3. **Filings.** This number of COCCA, Major Auto Theft and other auto theft cases that the Prosecutor Initiative has recorded.
  4. **Coordination and Training.** This is the number of meetings and/or training sessions the Prosecutor Initiative has performed during the reporting month.



**CATPA**  
Colorado Auto Theft  
Prevention Authority  
Department of Public Safety

## Prosecution Reporting Requirements

Revised 07/15/2014

*Instruction: This form is used to track compliance with the CATPA Grant provisions for prosecution initiatives and is to be submitted to the CATPA Office on a monthly basis. The intention of this reporting is to track prosecution efforts related to auto theft investigations, intake reviews and prosecution filings. This report is to be electronically submitted to the CATPA Office.*

Grantee\*  Date Submitted\*   
Report Month  Report Year   
Submitted By

### Case Screening/Reviews

Pre Arrest  Post-Arrest  Total

### Intake Summary - Case Investigations

Legal Sufficiency		System Efficiency		Trial Sufficiency	
Returned	<input type="text"/> ?	Returned	<input type="text"/> ?	Returned	<input type="text"/> ?
Declined	<input type="text"/> ?	Declined	<input type="text"/> ?	Declined	<input type="text"/> ?
Accepted	<input type="text"/> ?	Accepted	<input type="text"/> ?	Accepted	<input type="text"/> ?

### Filings

COCCA Cases  Major A.T. Cases  Other A.T. Cases

### Collaborations & Training

D.A. Meetings  CATPA T.F. Meetings  Other Meetings   
CATI Training  CATPA T.F. Training  Other Training   
Comment(s)

## E. Intelligence Analysis Reporting Requirements

In addition to the measurement reporting outlined in the COGMS grant application, applicable grantees awarded intelligence analysis funding will be required to submit the following to the CATPA Office:

1. **ATICC – Multiagency Reporting Requirements Summary.** ATICC will provide a quarterly report to the CATPA Office no more than 30 days after each quarter on a summary report of the Multiagency Reporting Requirements listed in Chapter 7.C.
2. **ATICC - CCIC ATICC Supplemental Reporting Summary.** ATICC will provide a quarterly report on the number of CCIC ATICC Supplemental forms being submitted into CCIC through the use of Open Fox®, other electronic transmission interface to CCIC, or direct electronic submission to the Stolen Vehicle Database Repository. This report is referenced to the Multiagency Reporting Requirements listed in Chapter 7.D. If character limits permit, this information may be submitted via COGMS in quarterly reporting.
3. **ATICC - Colorado Auto Theft Quarterly and Annual Report.** ATICC will provide a quarterly and annual analysis report on the incidence of auto theft experience. These reports will contain analysis of data from the Stolen Vehicle Database Repository and will identify trends, patterns, hotspots, and analytical modeling. Each report shall compile year-to-date information beginning in 2010.
4. **ATICC – Special Analytical Reporting.** ATICC will provide strategic analysis to CATPA to support the goals, objectives and measures of the CATPA initiatives. ATICC will respond to a request of strategic analysis within one (1) week from the date of the CATPA request.
5. **Analytical Product(s).** The grantee will provide a quarterly report of analytical products generated no more than 30 days after each quarter. The report shall include the number, type (strategic or tactical), and category (BOLO, timeline, association chart, etc.) of analytical product. If character limits permit, this information may be submitted via COGMS in semi-annual and annual reporting.
6. **CATI Meeting Attendance.** Each auto theft analyst funded by this CATPA grant is required to attend a minimum of six (6) of the twelve (12) monthly CATI meetings per year.



## Chapter 14. CATPA Marketing Requirements

In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded funding will be required to acknowledge CATPA as the funding source for funded projects. These requirements are applied to all training, public education/information materials and news media releases. The following examples of acknowledging CATPA as the funding source include:

- A. **Media and New Releases.** Grantees providing news media release, in verbal and/or written format, must include a statement similar to: “The (Grantee), with funding from the Colorado Automobile Theft Prevention Authority, ...”
- B. **Public Educational/Information Materials.** Public education and/or information materials purchased with CATPA funds must contain the CATPA logo and a statement such as: “This program is funded by the Colorado Automobile Theft Prevention Authority.” The CATPA logo placed on the document.

Example:



- C. **Training Materials.** Training materials purchased through CATPA funding must contain the CATPA logo and a statement such as: “This training is funded by the Colorado Automobile Theft Prevention Authority.”

Example:





## Appendix A. Developing Objectives

### A. Why should you create objectives?

There are many good reasons to develop specific objectives for your organization. Developing objectives helps your organization create specific and feasible ways in which to carry out your mission. Completed objectives can serve as a marker to show members of your organization, CATPA, and the greater community what your initiative has accomplished. Creating objectives helps your organization set priorities for its goals. Objectives help individuals and work groups set guidelines and develop the task list of things that need to be done. Objectives also reemphasize your mission throughout the process of change, which helps keep members of the organization working toward the same long-term goals. Lastly, developing the list of objectives can serve as a completeness check, to make sure your organization is attacking the issue on all appropriate fronts.

### B. What Is an Objective?

A goal is only as good as the objectives that go with it. The objective represents a step toward accomplishing a goal. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured. The best objectives have several characteristics in common, referred to as S.M.A.R.T. +C.

1. **Specific:** They tell how much (e.g., 40%) of what is to be achieved (e.g., what behavior of whom or what outcome) by when (e.g., by 2010)?
2. **Measurable.** Information concerning the objective can be collected, detected, or obtained from records (at least potentially).
3. **Achievable.** Not only are the objectives themselves possible, it is likely the applicant will be able to pull them off during the grant period.
4. **Relevant.** The objective is relevant to the goal statement and the applicant has a clear understanding of how these objectives fit in with the overall vision and mission of CATPA.
5. **Timed.** The applicant has developed a timeline (a portion of which is made clear in the objectives) by which they will be achieved.
6. **Challenging.** The objective stretches the task force or applicant's group to set its aims on significant improvements that are important to the reduction of auto theft.

### C. Types of Objectives

There are three basic types of objectives. They are:

1. **Behavioral Objectives.** These objectives look at changing the behaviors of people and the products (or results) of their behaviors.
2. **Community-level outcome objectives.** These are often the product or result of behavior change in many people. They are more focused on a community level instead of an individual level.
3. **Process objectives.** These are the objectives that provide the groundwork or implementation necessary to achieve your other objectives. For example, to create a new program that establishes a prevention effort at probation for first time offenders of auto theft may require developing and adopting a comprehensive plan. In this case, adoption of the plan itself is the objective.

#### D. Elements of a Performance Based Objective

According to Robert Mager (1997), there are three main components of an effective behavioral objective:

1. **Performance.** The Performance component is a description of the behavior or outcome that is expected to be performed. It should be measurable and observable. It describes what task force or applicant will be doing when demonstrating mastery of an objective. The use of active verbs, e.g., to arrest, charge, interview, etc. give clarity on what is to be done. Contrasting the use of the active verbs are those that are invisible, and are of poor use in an objective, e.g., to understand, appreciate, or conceptualize.
2. **Condition.** The Condition component of an objective is a description of the circumstances under which the performance will be carried out. It also includes a description of what or how the performance will be achieved. As an example, it is not reasonable that three detectives in a given task force can investigate an average of 40 auto thefts per week in a given multijurisdictional area, so a condition in the objective may be "...using a CALEA approved case management system for major criminal investigations..." Specifying the conditions further helps to prevent misunderstanding of your intent. For example, if you are given the objective "Travel from New York to Washington DC in 2 hours", you could probably do that if you were on a plane. However, what if the objective were stated like this: "Given an automobile, travel from New York to Washington DC in 2 hours" or "Using your own two feet, travel from New York to Washington DC in two hours." Those two might be a little more difficult, or impossible. In both cases the conditions of the objective make it clear what the intent is. In order to avoid any confusion regarding your objective you should state the main condition under which the performance will occur.
3. **Criterion.** The final component of an effective objective is the Criterion. The criterion is a description of the criteria for acceptance of a performance as sufficient, indicating completion of the objective. In other words, how well must it be done? Stating the criterion provides an achievement level or standard of success to the objective. The criterion you specify should be what you consider to be the desired or appropriate level of performance, not necessarily minimum level. Here's an example of an objective with criteria: Given a computer with word-processing software, be able to write a simple letter with no spelling, grammar, or punctuation errors. (The criteria are that there should be no errors in the final letter).



## Appendix B. Net Weighting Factor for CATPA Areas

The Net Weighting Factor was derived using the 2012 Pepannres from the US Census Bureau. This data included the 2012 land acreage, and population estimates from the 2010 Census. In addition, the Auto Theft Intelligence Coordination Center, Colorado Bureau of Investigations and Colorado Auto Theft Investigators data was used for the 2013 experience.

### Land Acreage Weighting Factor

Area	Land (sq.mi.)	% Land	Weight
Four Corners	24,371	23.4%	1.2
Gold Camp	8,376	8.0%	0.4
Grand River	22,587	21.7%	1.1
High Prairie	22,812	21.9%	1.1
Longs Peak	9,006	8.7%	0.4
Pikes Peak	16,945	16.3%	0.8
Land Weight	104,096	100.0%	5.0

### Population Weighting Factor

Area	2012 Population	% Population	Weight
Four Corners	239,111	4.6%	1.2
Gold Camp	2,625,607	50.6%	12.7
Grand River	375,932	7.2%	1.8
High Prairie	130,126	2.5%	0.6
Longs Peak	880,844	17.0%	4.2
Pikes Peak	935,962	18.0%	4.5
Population Weight	5,187,582	100.0%	25.0

### Theft Weighting Factor

Area	2013 Thefts	% Thefts	Weight
Four Corners	156	1.3%	.9
Gold Camp	8023	65.0%	45.5
Grand River	363	2.9%	2.1
High Prairie	96	.8%	.5
Longs Peak	820	6.6%	4.6
Pikes Peak	2893	23.4	16.4
Theft Weight	10,997	100.0%	70.0

### Net Weighting Factor

Area	Land Weight	Population Weight	Theft Weight	Total Weight
Four Corners	1.2	1.2	.9	3.3
Gold Camp	0.4	12.7	45.7	58.6
Grand River	1.1	1.8	2.1	5.0
High Prairie	1.1	0.6	.5	2.2
Longs Peak	0.4	4.2	4.6	9.3
Pikes Peak	0.8	4.5	16.4	21.7
Grand Total	5.0	25.0	70.0	100.0



## Appendix C. Cities in Colorado

City	County	CATPA Areas	Land (sq.mi.)	2012 Population	2013 Thefts
Aguilar	Las Animas County	Pikes Peak	0.392	518	
Akron	Washington County	High Prairie	2.629	1686	
Alamosa	Alamosa County	Four Corners	5.39	9433	
Alma	Park County	Pikes Peak	0.36	267	
Antonito	Conejos County	Four Corners	0.403	779	
Arriba	Lincoln County	Gold Camp	0.44	193	
Arvada	Jefferson County	Gold Camp	35.142	109745	197
Aspen	Pitkin County	Grand River	3.874	6680	11
Ault	Weld County	Longs Peak	0.789	1555	2
Aurora	Arapahoe County	Gold Camp	154.734	339030	1005
Avon	Eagle County	Grand River	8.029	6345	4
Basalt	Eagle County	Grand River	1.981	3826	2
Bayfield	La Plata County	Four Corners	1.441	2433	
Bennett	Adams County	Gold Camp	5.564	2379	
Berthoud	Larimer County	Longs Peak	11.429	5267	4
Bethune	Kit Carson County	High Prairie	0.162	242	
Black Hawk	Gilpin County	Gold Camp	1.945	119	8
Blanca	Costilla County	Four Corners	1.786	383	
Blue River	Summit County	Grand River	2.515	853	0
Bonanza	Saguache County	Four Corners	0.437	16	
Boone	Pueblo County	Pikes Peak	0.362	342	
Boulder	Boulder County	Longs Peak	24.665	101808	100
Bow Mar	Arapahoe County	Gold Camp	0.683	892	0
Branson	Las Animas County	Pikes Peak	0.245	72	
Breckenridge	Summit County	Grand River	5.911	4564	2
Brighton	Adams County	Gold Camp	19.983	34636	70
Brookside	Fremont County	Pikes Peak	0.465	239	
Broomfield	Broomfield County	Gold Camp	33.034	58298	
Brush	Morgan County	High Prairie	2.474	5513	7
Buena Vista	Chaffee County	Pikes Peak	3.454	2662	1
Burlington	Kit Carson County	High Prairie	2.094	4013	4
Calhan	El Paso County	Pikes Peak	0.867	798	
Campo	Baca County	High Prairie	0.144	109	0
Cañon City	Fremont County	Pikes Peak	12.499	16462	
Carbondale	Garfield County	Grand River	2.044	6489	2
Castle Pines North	Douglas County	Gold Camp	9.012	10651	
Castle Rock	Douglas County	Gold Camp	33.789	51348	25
Cedaredge	Delta County	Four Corners	1.956	2206	
Centennial	Arapahoe County	Gold Camp	28.722	103743	72
Center	Rio Grande County	Four Corners	0.826	2271	0
Central City	Gilpin County	Gold Camp	2.426	673	3
Cheraw	Otero County	High Prairie	0.158	251	
Cherry Hills Village	Arapahoe County	Gold Camp	6.207	6226	5
Cheyenne Wells	Cheyenne County	High Prairie	1.07	864	
Coal Creek	Fremont County	Pikes Peak	1.272	343	
Cokedale	Las Animas County	Pikes Peak	0.205	125	
Collbran	Mesa County	Grand River	0.608	705	
Colorado Springs	El Paso County	Pikes Peak	194.54	431834	1932
Columbine Valley	Arapahoe County	Gold Camp	1.025	1301	0

City	County	CATPA Areas	Land (sq.mi.)	2012 Population	2013 Thefts
Commerce City	Adams County	Gold Camp	34.289	48421	183
Cortez	Montezuma County	Four Corners	6.214	8474	11
Craig	Moffat County	Grand River	5.135	9046	9
Crawford	Delta County	Four Corners	0.243	420	
Creede	Mineral County	Four Corners	0.677	286	
Crested Butte	Gunnison County	Four Corners	0.842	1503	0
Crestone	Saguache County	Four Corners	0.309	132	
Cripple Creek	Teller County	Pikes Peak	1.554	1183	4
Crook	Logan County	High Prairie	0.134	109	
Crowley	Crowley County	High Prairie	0.225	173	
Dacono	Weld County	Longs Peak	7.937	4324	1
De Beque	Mesa County	Grand River	4.311	502	1
Deer Trail	Arapahoe County	Gold Camp	1.071	561	
Del Norte	Rio Grande County	Four Corners	1.008	1678	1
Delta	Delta County	Four Corners	13.741	8818	25
Denver	Denver County	Gold Camp	153	634265	
Dillon	Summit County	Grand River	1.573	907	
Dinosaur	Moffat County	Grand River	0.785	322	
Dolores	Montezuma County	Four Corners	0.728	931	
Dove Creek	Dolores County	Four Corners	0.538	710	
Durango	La Plata County	Four Corners	9.924	17216	16
Eads	Kiowa County	High Prairie	0.47	622	
Eagle	Eagle County	Grand River	4.589	6474	2
Eaton	Weld County	Longs Peak	2.365	4526	0
Eckley	Yuma County	High Prairie	0.477	256	
Edgewater	Jefferson County	Gold Camp	0.7	5222	6
Elizabeth	Elbert County	Gold Camp	1.25	1364	0
Empire	Clear Creek County	Grand River	0.255	280	0
Englewood	Arapahoe County	Gold Camp	6.557	31177	158
Erie	Boulder County	Longs Peak	17.18	19272	4
Estes Park	Larimer County	Longs Peak	6.707	6017	0
Evans	Weld County	Longs Peak	10.199	19576	24
Fairplay	Park County	Pikes Peak	1.142	670	0
Federal Heights	Adams County	Gold Camp	1.776	11794	71
Firestone	Weld County	Longs Peak	10.37	10903	2
Flagler	Kit Carson County	High Prairie	1.277	570	
Fleming	Logan County	High Prairie	0.521	402	
Florence	Fremont County	Pikes Peak	4.17	3888	3
Fort Collins	Larimer County	Longs Peak	54.277	148612	140
Fort Lupton	Weld County	Longs Peak	7.19	7592	4
Fort Morgan	Morgan County	High Prairie	3.929	11451	14
Fountain	El Paso County	Pikes Peak	23.984	26891	35
Fowler	Otero County	High Prairie	0.524	1171	0
Foxfield	Arapahoe County	Gold Camp	1.278	714	
Fraser	Grand County	Grand River	3.541	1156	
Frederick	Weld County	Longs Peak	13.442	9400	4
Frisco	Summit County	Grand River	1.685	2727	3
Fruita	Mesa County	Grand River	7.115	12696	10
Garden City	Weld County	Longs Peak	0.113	241	
Genoa	Lincoln County	Gold Camp	0.358	139	
Georgetown	Clear Creek County	Grand River	1.062	1023	2
Gilcrest	Weld County	Longs Peak	0.818	1059	

City	County	CATPA Areas	Land (sq.mi.)	2012 Population	2013 Thefts
Glendale	Arapahoe County	Gold Camp	0.551	4459	36
Glenwood Springs	Garfield County	Grand River	5.682	9677	24
Golden	Jefferson County	Gold Camp	9.923	19186	25
Granada	Prowers County	High Prairie	0.748	507	-
Granby	Grand County	Grand River	12.765	1764	
Grand Junction	Mesa County	Grand River	38.218	59899	112
Grand Lake	Grand County	Grand River	1.056	452	
Greeley	Weld County	Longs Peak	46.55	95357	186
Green Mtn. Falls	El Paso County	Pikes Peak	1.067	661	
Greenwood Village	Arapahoe County	Gold Camp	8.267	14454	15
Grover	Weld County	Longs Peak	0.595	141	
Gunnison	Gunnison County	Four Corners	3.233	5892	9
Gypsum	Eagle County	Grand River	7.669	6515	
Hartman	Prowers County	High Prairie	0.302	75	
Haswell	Kiowa County	High Prairie	0.852	70	
Haxtun	Phillips County	High Prairie	0.537	932	0
Hayden	Routt County	Grand River	3.004	1786	3
Hillrose	Morgan County	High Prairie	0.218	261	
Holly	Prowers County	High Prairie	0.744	784	
Holyoke	Phillips County	High Prairie	2.368	2271	1
Hooper	Alamosa County	Four Corners	0.252	104	
Hot Sulphur Springs	Grand County	Grand River	0.759	638	
Hotchkiss	Delta County	Four Corners	0.909	923	
Hudson	Weld County	Longs Peak	4.724	2380	
Hugo	Lincoln County	Gold Camp	0.948	726	0
Idaho Springs	Clear Creek County	Grand River	2.168	1692	1
Ignacio	La Plata County	Four Corners	0.415	708	0
Iliff	Logan County	High Prairie	0.252	263	
Jamestown	Boulder County	Longs Peak	0.624	281	
Johnstown	Weld County	Longs Peak	13.523	11051	4
Julesburg	Sedgwick County	High Prairie	1.484	1227	
Keenesburg	Weld County	Longs Peak	2.237	1161	
Kersey	Weld County	Longs Peak	1.216	1489	0
Kim	Las Animas County	Pikes Peak	0.358	72	
Kiowa	Elbert County	Gold Camp	0.885	716	0
Kit Carson	Cheyenne County	High Prairie	0.584	237	
Kremmling	Grand County	Grand River	1.32	1383	*
La Jara	Conejos County	Four Corners	0.354	815	
La Junta	Otero County	High Prairie	3.017	7046	11
La Veta	Huerfano County	Pikes Peak	0.895	778	0
Lafayette	Boulder County	Longs Peak	8.9	25733	17
Lake City	Hinsdale County	Four Corners	9.463	391	
Lakeside	Jefferson County	Gold Camp	0.832	8	0
Lakewood	Jefferson County	Gold Camp	41.6	145516	623
Lamar	Prowers County	High Prairie	42.88	7836	5
Larkspur	Douglas County	Gold Camp	4.23	192	
Las Animas	Bent County	High Prairie	1.496	2302	
LaSalle	Weld County	Longs Peak	1.62	2003	
Leadville	Lake County	Grand River	1.103	2594	7
Limon	Lincoln County	Gold Camp	2.138	1868	0
Littleton	Arapahoe County	Gold Camp	12.98	43775	106
Lochbuie	Weld County	Longs Peak	3.744	5197	6

City	County	CATPA Areas	Land (sq.mi.)	2012 Population	2013 Thefts
<b>Log Lane Village</b>	Morgan County	High Prairie	0.274	878	*
<b>Lone Tree</b>	Douglas County	Gold Camp	9.572	11852	6
<b>Longmont</b>	Boulder County	Longs Peak	26.187	88669	109
<b>Louisville</b>	Boulder County	Longs Peak	7.885	19074	16
<b>Loveland</b>	Larimer County	Longs Peak	33.594	70223	58
<b>Lyons</b>	Boulder County	Longs Peak	1.238	2092	
<b>Manassa</b>	Conejos County	Four Corners	0.931	986	
<b>Mancos</b>	Montezuma County	Four Corners	0.643	1341	1
<b>Manitou Springs</b>	El Paso County	Pikes Peak	3.157	5172	4
<b>Manzanola</b>	Otero County	High Prairie	0.276	428	*
<b>Marble</b>	Gunnison County	Four Corners	0.395	131	
<b>Mead</b>	Weld County	Longs Peak	9.635	3775	
<b>Meeker</b>	Rio Blanco County	Grand River	3.509	2509	0
<b>Merino</b>	Logan County	High Prairie	0.167	283	
<b>Milliken</b>	Weld County	Longs Peak	11.73	5787	2
<b>Minturn</b>	Eagle County	Grand River	7.574	1026	1
<b>Moffat</b>	Saguache County	Four Corners	1.401	119	
<b>Monte Vista</b>	Rio Grande County	Four Corners	2.593	4431	3
<b>Montezuma</b>	Summit County	Grand River	0.079	65	
<b>Montrose</b>	Montrose County	Four Corners	17.798	18981	14
<b>Monument</b>	El Paso County	Pikes Peak	4.832	5742	2
<b>Morrison</b>	Jefferson County	Gold Camp	2.216	433	1
<b>Mt. Crested Butte</b>	Gunnison County	Four Corners	2.219	799	0
<b>Mountain View</b>	Jefferson County	Gold Camp	0.093	512	3
<b>Mountain Village</b>	San Miguel County	Four Corners	3.378	1349	
<b>Naturita</b>	Montrose County	Four Corners	0.687	534	
<b>Nederland</b>	Boulder County	Longs Peak	1.515	1478	*
<b>New Castle</b>	Garfield County	Grand River	2.657	4551	3
<b>Northglenn</b>	Adams County	Gold Camp	7.41	36891	135
<b>Norwood</b>	San Miguel County	Four Corners	0.292	532	
<b>Nucla</b>	Montrose County	Four Corners	0.719	695	
<b>Nunn</b>	Weld County	Longs Peak	3.099	428	
<b>Oak Creek</b>	Routt County	Grand River	0.344	873	0
<b>Olathe</b>	Montrose County	Four Corners	1.451	1809	0
<b>Olney Springs</b>	Crowley County	High Prairie	0.241	336	
<b>Ophir</b>	San Miguel County	Four Corners	0.176	162	
<b>Orchard City</b>	Delta County	Four Corners	11.407	3065	
<b>Ordway</b>	Crowley County	High Prairie	0.771	1058	
<b>Otis</b>	Washington County	High Prairie	0.412	468	
<b>Ouray</b>	Ouray County	Four Corners	0.881	1014	
<b>Ovid</b>	Sedgwick County	High Prairie	0.162	317	
<b>Pagosa Springs</b>	Archuleta County	Four Corners	4.855	1713	6
<b>Palisade</b>	Mesa County	Grand River	1.137	2644	0
<b>Palmer Lake</b>	El Paso County	Pikes Peak	3.091	2512	
<b>Paoli</b>	Phillips County	High Prairie	0.305	34	
<b>Paonia</b>	Delta County	Four Corners	0.854	1425	0
<b>Parachute</b>	Garfield County	Grand River	1.608	1095	2
<b>Parker</b>	Douglas County	Gold Camp	20.475	47169	21
<b>Peetz</b>	Logan County	High Prairie	0.19	237	
<b>Pierce</b>	Weld County	Longs Peak	0.816	854	
<b>Pitkin</b>	Gunnison County	Four Corners	0.27	66	
<b>Platteville</b>	Weld County	Longs Peak	2.527	2557	*

City	County	CATPA Areas	Land (sq.mi.)	2012 Population	2013 Thefts
<b>Poncha Springs</b>	Chaffee County	Pikes Peak	2.715	748	
<b>Pritchett</b>	Baca County	High Prairie	0.233	139	
<b>Pueblo</b>	Pueblo County	Pikes Peak	53.641	107772	526
<b>Ramah</b>	El Paso County	Pikes Peak	0.245	126	
<b>Rangely</b>	Rio Blanco County	Grand River	4.15	2453	0
<b>Raymer</b>	Weld County	Longs Peak	0.726	99	
<b>Red Cliff</b>	Eagle County	Grand River	0.235	263	
<b>Rico</b>	Dolores County	Four Corners	0.757	256	
<b>Ridgway</b>	Ouray County	Four Corners	2.335	931	*
<b>Rifle</b>	Garfield County	Grand River	5.605	9267	10
<b>Rockvale</b>	Fremont County	Pikes Peak	1.917	497	
<b>Rocky Ford</b>	Otero County	High Prairie	1.661	3920	0
<b>Romeo</b>	Conejos County	Four Corners	0.233	400	
<b>Rye</b>	Pueblo County	Pikes Peak	0.095	155	
<b>Saguache</b>	Saguache County	Four Corners	0.398	493	
<b>Salida</b>	Chaffee County	Pikes Peak	2.574	5317	8
<b>San Luis</b>	Costilla County	Four Corners	0.559	631	
<b>Sanford</b>	Conejos County	Four Corners	1.467	876	
<b>Sawpit</b>	San Miguel County	Four Corners	0.031	41	
<b>Sedgwick</b>	Sedgwick County	High Prairie	0.334	147	
<b>Seibert</b>	Kit Carson County	High Prairie	0.343	184	
<b>Severance</b>	Weld County	Longs Peak	6.152	3331	
<b>Sheridan</b>	Arapahoe County	Gold Camp	2.217	91	46
<b>Sheridan Lake</b>	Kiowa County	High Prairie	0.317	5830	
<b>Silt</b>	Garfield County	Grand River	1.444	2972	2
<b>Silver Cliff</b>	Custer County	Pikes Peak	15.464	582	
<b>Silver Plume</b>	Clear Creek County	Grand River	0.259	169	
<b>Silverthorne</b>	Summit County	Grand River	3.972	3915	4
<b>Silverton</b>	San Juan County	Four Corners	0.847	628	
<b>Simla</b>	Elbert County	Gold Camp	0.559	619	0
<b>Snowmass Village</b>	Pitkin County	Grand River	25.739	2844	0
<b>South Fork</b>	Rio Grande County	Four Corners	2.476	376	0
<b>Springfield</b>	Baca County	High Prairie	1.123	1441	0
<b>Starkville</b>	Las Animas County	Pikes Peak	0.073	57	
<b>Steamboat Springs</b>	Routt County	Grand River	10.143	12029	14
<b>Sterling</b>	Logan County	High Prairie	7.61	14727	11
<b>Stratton</b>	Kit Carson County	High Prairie	0.505	669	2
<b>Sugar City</b>	Crowley County	High Prairie	0.385	251	
<b>Superior</b>	Boulder County	Longs Peak	3.959	12782	
<b>Swink</b>	Otero County	High Prairie	0.264	611	
<b>Telluride</b>	San Miguel County	Four Corners	0.738	2291	
<b>Thornton</b>	Adams County	Gold Camp	34.843	124140	352
<b>Timnath</b>	Larimer County	Longs Peak	4.828	1157	
<b>Trinidad</b>	Las Animas County	Pikes Peak	9.276	8771	3
<b>Two Buttes</b>	Baca County	High Prairie	0.248	43	
<b>Vail</b>	Eagle County	Grand River	4.671	5253	8
<b>Victor</b>	Teller County	Pikes Peak	0.269	396	-
<b>Vilas</b>	Baca County	High Prairie	0.128	113	
<b>Vona</b>	Kit Carson County	High Prairie	0.221	108	
<b>Walden</b>	Jackson County	Longs Peak	0.335	585	
<b>Walsenburg</b>	Huerfano County	Pikes Peak	3.166	2977	0
<b>Walsh</b>	Baca County	High Prairie	0.447	540	0

City	County	CATPA Areas	Land (sq.mi.)	2012 Population	2013 Thefts
<b>Ward</b>	Boulder County	Longs Peak	0.573	154	
<b>Wellington</b>	Larimer County	Longs Peak	3.366	6514	
<b>Westcliffe</b>	Custer County	Pikes Peak	1.235	563	
<b>Westminster</b>	Adams County	Gold Camp	31.55	109169	322
<b>Wheat Ridge</b>	Jefferson County	Gold Camp	9.303	30717	143
<b>Wiggins</b>	Morgan County	High Prairie	1.325	906	*
<b>Wiley</b>	Prowers County	High Prairie	0.349	397	
<b>Williamsburg</b>	Fremont County	Pikes Peak	3.568	667	
<b>Windsor</b>	Weld County	Longs Peak	24.44	19751	3
<b>Winter Park</b>	Grand County	Grand River	16.501	944	
<b>Woodland Park</b>	Teller County	Pikes Peak	6.532	7189	5
<b>Wray</b>	Yuma County	High Prairie	3.391	2364	0
<b>Yampa</b>	Routt County	Grand River	0.241	425	
<b>Yuma</b>	Yuma County	High Prairie	3.118	3551	2
<b>Total</b>			1924.152	3814799	7228



## Appendix D. Counties in Colorado

County	CATPA Area	Land (sq.mi.)	2012 Population	2012 Thefts
Adams County	Gold Camp	1182.29	459598	1638
Alamosa County	Four Corners	723.21	16148	3
Arapahoe County	Gold Camp	804.41	595546	1552
Archuleta County	Four Corners	1354.53	12070	12
Baca County	High Prairie	2558.48	3751	2
Bent County	High Prairie	1541.07	5773	3
Boulder County	Longs Peak	740.48	305318	249
Broomfield City and County	Gold Camp	33.57	58298	45
Chaffee County	Pikes Peak	1014.12	18150	13
Cheyenne County	High Prairie	1781.9	1874	1
Clear Creek County	Grand River	396.53	9026	7
Conejos County	Four Corners	1290.22	8275	4
Costilla County	Four Corners	1229.38	3594	2
Crowley County	High Prairie	800.27	5365	0
Custer County	Pikes Peak	739.24	4249	5
Delta County	Four Corners	1149.44	30432	42
Denver City and County	Gold Camp	155.66	634265	3496
Dolores County	Four Corners	1076.93	1994	0
Douglas County	Gold Camp	842.3	298215	131
Eagle County	Grand River	1700.76	51874	27
El Paso County	Pikes Peak	2128.6	644964	2217
Elbert County	Gold Camp	1849.08	23383	0
Fremont County	Pikes Peak	1533.09	46788	36
Garfield County	Grand River	2958.23	56953	56
Gilpin County	Gold Camp	150.15	5491	16
Grand County	Grand River	1868.53	14195	1
Gunnison County	Four Corners	3259.22	15475	11
Hinsdale County	Four Corners	1123.35	810	0
Huerfano County	Pikes Peak	1592.37	6596	0
Jackson County	Longs Peak	1619.75	1348	0
Jefferson County	Gold Camp	772.85	545358	1144
Kiowa County	High Prairie	1785.9	1444	0
Kit Carson County	High Prairie	2162.43	8094	8
La Plata County	Four Corners	1700.44	52401	26
Lake County	Grand River	383.55	7338	10
Larimer County	Longs Peak	2631.75	310487	248
Las Animas County	Pikes Peak	4773.27	14945	3
Lincoln County	Gold Camp	2585.21	5453	1
Logan County	High Prairie	1845.31	22631	18
Mesa County	Grand River	3345.69	147848	191
Mineral County	Four Corners	878.16	709	0
Moffat County	Grand River	4755.86	13200	11
Montezuma County	Four Corners	2035.8	25431	23
Montrose County	Four Corners	2246.43	40725	28
Morgan County	High Prairie	1293.83	28472	36
Otero County	High Prairie	1267.66	18698	12
Ouray County	Four Corners	542.3	4530	0
Park County	Pikes Peak	2209.36	16029	5
Phillips County	High Prairie	688.3	4367	2

County	CATPA Area	Land (sq.mi.)	2012 Population	2012 Thefts
<b>Pitkin County</b>	Grand River	970.37	17263	12
<b>Prowers County</b>	High Prairie	1645.37	12389	9
<b>Pueblo County</b>	Pikes Peak	2396.77	160852	604
<b>Rio Blanco County</b>	Grand River	3226.24	6857	4
<b>Rio Grande County</b>	Four Corners	913.1	11943	1
<b>Routt County</b>	Grand River	2362.11	23334	21
<b>Saguache County</b>	Four Corners	3168.32	6304	1
<b>San Juan County</b>	Four Corners	388.99	690	1
<b>San Miguel County</b>	Four Corners	1290.76	7580	2
<b>Sedgwick County</b>	High Prairie	548.83	2383	0
<b>Summit County</b>	Grand River	618.92	28044	23
<b>Teller County</b>	Pikes Peak	558.58	23389	10
<b>Washington County</b>	High Prairie	2522.9	4766	5
<b>Weld County</b>	Longs Peak	4013.84	263691	323
<b>Yuma County</b>	High Prairie	2369.61	10119	16
<b>Total</b>		104095.97	5187582	12367

## Appendix E. Evaluation Summary Form

Grantee: \_\_\_\_\_

Project Year: \_\_\_\_\_

<b>Type of Award/Impact</b> _____Contingent Impact (reoccurring costs) _____Non-Contingent Impact (no reoccurring costs) _____Contributory								
<b>Initiative:</b> _____Prevention _____Enforcement _____Prosecution _____Rehabilitation _____Training								
<b>Comprehensive Strategy</b>	<b>Objectives</b>	<b>Timeline</b>	<b>Budget</b>	<b>Alternate Funding</b>	<b>Key Personnel</b>	<b>Evaluation</b>	<b>Collaborators</b>	<b>Previous Awards</b>
Comments:								
<b>Initiative:</b> _____Prevention _____Enforcement _____Prosecution _____Rehabilitation _____Training								
<b>Comprehensive Strategy</b>	<b>Objectives</b>	<b>Timeline</b>	<b>Budget</b>	<b>Alternate Funding</b>	<b>Key Personnel</b>	<b>Evaluation</b>	<b>Collaborators</b>	<b>Previous Awards</b>
Comments:								
<b>CATPA Board Evaluation</b>								
<b>Evaluation Factors</b>				<b>Poor</b>	<b>Marginal</b>	<b>Neutral</b>	<b>Good</b>	<b>Excellent</b>
<b>Factor 1: Technical Capacity</b>				0 – 19	20 – 39		40 – 59	60 – 70
<b>Factor 2: Management Capacity</b>				0 – 6	7 – 14		22 – 30	23 – 30
<b>Factor 3: Past Performance</b>				0 – 6	7 – 14	15	16-21	22 - 30
<b>Cost/Price Remarks:</b>								
<b>Funding Recommendation:</b>								



## Appendix F. Preparing Facts and Information

Applicants are encouraged to review facts and information to demonstrate a clear and concise purpose for requesting funds. The review of facts and information should allow the applicant the ability to document and articulate the legitimacy, effectiveness, efficiency, value and need for the requested project. The following items are recommended, however, they are not all-inclusive:

1. Gather and Review Statistical Data. We would encourage all applicants to research, gather, and review applicable statistical data that is relevant to your project request. Statistical data can be used from [Appendix B](#), [Appendix C](#) and [Appendix D](#). However, other sources may also be used such as local records management systems, past project performance statistics, the Stolen Vehicle Database Repository (<https://aticc.state.co.us/>) by calling 303-239-4368), National Incident Based Reporting System ( <http://www.fbi.gov/stats-services/crimestats>), Colorado Bureau of Investigations (<https://www.colorado.gov/pacific/cbi/colorado-crime-statistics-ucr>), National Insurance Crime Bureau (<https://www.nicb.org/>), Coloradans Against Auto Theft (<http://lockdownyourcar.org/>), Colorado Auto Theft Investigators (<http://www.coloradoautotheft.org/>).
2. Review [CATPA Definitions](#) to ensure proper use of terminologies used by the CATPA Board.
3. Review Past Performance documents. Determine what worked well (strengths and successes), what challenges were faced and where improvement could be achieved. This review should further evidence if the past program can be modified, changed or remain the same.
4. Determine the direction, scope and relevance of the proposal. This should address the initiative, an applicable strategic plan (optional), timelines, and any analysis of value-based or cost-benefit regarding the expenditure of funds related to auto theft in Colorado.
5. Prepare to answer how you would describe the concern of auto theft in the project area? Is this description supported by sourced statistics, surveys, polls, documented cases, or analysis?
6. Next, prepare to answer how the proposed project addresses the concern(s) of auto theft in your project area.

Once you have gathered information and have an idea on what you would like to propose, make sure you address the following key elements within the Project and/or Budget Narratives.

1. Identify the CATPA Area using the CATPA Area Map.
2. Identify the major components of your project (this is where a Strategic Plan will be very useful).
3. Provide a HIGH level overview or synopsis of the key personnel to be funded or otherwise used in the project proposal.
4. Describe the program model to be used in the project (if this is an enforcement proposal see the “Enforcement Models” in the Definitions.
5. Provide a brief statement on what is expected of the program’s impact to public safety, the service community and the organization as it relates to auto theft reduction.
6. Prepare a statement that describes the value of the program (i.e., effectiveness, efficiency, efficacy, venture return, cost-benefit analysis, etc.). This statement should articulate and evidence the overall value of the project.

7. Briefly identify the existence of commitment from all partnerships (i.e., letters of commitment, memorandums of understanding, intergovernmental agreements, etc.) that are in place at the time of the application. If agreements are not in place, provide a statement that describes the strategy for establishing the agreements.
8. Make sure you identify the percentage of funding request to be used in each of the CATPA initiatives.
9. Provide a short statement as to the priority of funding request: Critical, Essential and/or Supplemental.
10. Describe significant points about the budget and its relationship to the overall success of the program.
11. Identify and provide a brief statement on the financial and/or indirect non-CATPA contributions (i.e., percentage of agency funding per person, equipment, office, overtime, etc.).
12. Identify budget items as being either non-contingent (one-time only) or contingent (reoccurring) costs for future grant funding.
13. Attempt to identify a funding efficiency value (i.e., for every \$1 of CATPA funding, there is a return by reduction, recovery, identification of stolen vehicles).
14. Address a short statement as to what would be the impact to your program if the funds were reduced or otherwise not awarded.

The following items are optional for submitting the grant application; however they are strongly encouraged and may otherwise be required upon a project grant award. The documents cannot be submitted using COGMS but may be sent to the CATPA Office by electronic (pdf format) or manual delivery.

1. Multiagency Cooperative Agreements (such as Letters of Commitment, Memorandums of Understanding, Intergovernmental Agreements, etc.)
2. Organizational Chart for Program Management
3. Policies and Procedures
4. Project Timeline
5. Strategic Plan

The above documents may be submitted to:

**Gina Salazar, Grant Administrator**  
**710 Kipling Street, Suite 106**  
**Lakewood, Colorado 80215**  
**gina.salazar@state.co.us**  
**303-239-4572**